

## **Transit Coalition Organizer**

A coalition of Philadelphia-based organizations is forming to advocate for transit improvements that benefit all Philadelphians and better connect our thriving city. The Coalition believes transit is an asset to the community, and that expanded transit opportunities will have beneficial, wide-reaching effects on issues such as equity, economic mobility, and quality of life. The Coalition has prioritized several improvement initiatives and actively works to advocate for their implementation. The Coalition will directly engage policymakers, local and regional organizations and businesses, residents, and the media to successfully promote its policy agenda.

### **Job Description**

This new Coalition is seeking a full-time Transit Coalition Organizer to manage the formation and launch of its campaign. The Organizer will administer and support the governance and strategies that will underlie the Coalition's operations and decision-making, building on shared goals and priorities that are currently under development. Further, the Organizer will play a pivotal role in building the Coalition's membership base, while retaining and engaging current participants. Once the Coalition is launched, the Organizer will facilitate ongoing Coalition management and play an active role in coordinating advocacy efforts, engaging stakeholders, and helping the Coalition stay focused on delivering on its mission to improve transit access for all Philadelphians.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administering governance structure of the Coalition and the roles and responsibilities of Coalition partners;
- Engaging organizations throughout Philadelphia to increase involvement in and support of the Coalition and its priorities;
- Representing the Coalition in public meetings, meetings with key government and community stakeholders;
- Coordinating and facilitating meetings of Coalition partners;
- Developing and implementing strategies to achieve the Coalition's policy priorities;
- Coordinating outreach and engagement efforts to residents and business;
- Developing collateral for distribution internally (to Coalition partners) and externally (to a variety of stakeholders, including residents, businesses, community-based organizations, etc.);
- Answering inquiries from media outlets and third parties about the Coalition and its priorities;
- Fundraising and development to identify more sustainable, long-term support for Coalition organizing—including for this position beyond 2020;
- Updating website, overseeing communications, including all social media

### **EXPERIENCE AND QUALIFICATIONS**

- Passion for civic engagement
- Demonstrated experience working collaboratively and coordinating responsibilities with multiple stakeholders, preferably across multiple organizations;
- Working knowledge of and enthusiasm for transportation and transit issues;
- Experience leading campaigns, online organizing and online communications;
- Outstanding interpersonal and communication skills and a commitment to building strong stakeholder relationships;
- A creative, strategic orientation and belief in the power of civic advocacy to drive citywide change;
- Ability to manage a demanding schedule, including evening meetings and weekends when needed;

- Microsoft Suite, CRM experience;
- Familiarity with Greater Philadelphia preferred, but not required;
- Fluency in a second language preferred, but not required.

#### **ADDITIONAL INFORMATION**

- Salary: \$45,000-50,000
- The Transit Coalition Organizer position is currently funded for 1 year. The continuation of this position beyond 1 year is dependent on the Coalition procuring additional funds.
- The Bicycle Coalition of Greater Philadelphia will host the Greater Philadelphia Transit Coalition and the Organizer.
- Start Date: October 1, 2019
- The Bicycle Coalition of Greater Philadelphia Coalition is an equal opportunity employer and will not discriminate based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

Interested Candidates should send a resume and cover letter to [search@bicyclecoalition.org](mailto:search@bicyclecoalition.org). Please include in subject line "Transit Coalition Organizer" and submit no later than Friday, August 23rd at 5 PM.

\*A background check will be required for persons working in the Coalition's offices.

\*\*Please no phone calls.

*The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*