



**Job Title:** Coalition Manager

**Department:** Policy

**Supervisor:** Policy Director, Nicole Brunet

**Status:** Exempt, Full Time

**Salary:** \$56,000- \$62,000 *with medical benefits, employer matched 401k and generous PTO, vacation time and holidays off*

*\*The Bicycle Coalition has in-person office space and staff work on a hybrid schedule.*

## **JOB DESCRIPTION**

[Transit Forward Philadelphia](#) (TFP) is a transit advocacy coalition amplifying the voices of riders and residents in support of a transit network that is the preferred mode of transportation in Greater Philadelphia. The coalition is made up of a diverse group of community partners ranging from labor unions to elderly rights groups to disability and environmental justice advocates. We believe that a safe, accessible, and sustainable transit system intersects issues surrounding affordable housing, labor rights, racial and economic justice, climate change, and access to affordable and quality healthcare.

The Coalition Manager works to build and strengthen existing relationships with coalition members, transit riders, and community leaders in the Greater Philadelphia region. The Coalition Manager will be responsible for recruiting new institutional and individual members to join the coalition, developing and implementing transit-related campaigns that demonstrate public support for equitable transit policies, and upholding the coalition's [Platform for a Connected Philadelphia](#). They will also be responsible for organizing and empowering riders, community leaders, and coalition members to participate in campaigns, direct actions, and the overall decision-making process. Campaigns engage with city, regional, and state governments and agencies including SEPTA, the Delaware Valley Regional Planning Commission, and the Philadelphia Parking Authority.

With the support of the Policy Director and about 35 coalition members, the Coalition Manager will develop transit policy campaigns in historically underserved parts of the city. They will be responsible for organizing transit riders and member organizations who have suffered systemic and structural forms of injustice and discrimination such as displacement, residential segregation, neighborhood gentrification, environmental injustice, and ADA inaccessibility.

## **DUTIES & RESPONSIBILITIES**

The Coalition Organizer has the following responsibilities:

- Engaging stakeholders, volunteers, and organizing community members throughout Philadelphia to increase involvement in and support of the coalition and its priorities through actions and rallies;
- Developing public communications including social media (Instagram X, and Bluesky), and bi-weekly/monthly blog posts/newsletters in collaboration with communications staff;

- Collaborate in developing public outreach campaigns to build support for better buses, fair fares, ADA accessibility, and statewide transit funding;
- Recruiting new organizations to join the coalition, specifically groups doing work around labor, housing, environmental justice, community organizing, and zoning/land use;
- Building upon and strengthening the coalition's relationships with transit riders, community organizations, coalition members, SEPTA, and local/regional/state government;
- Coordinating and facilitating meetings with coalition partners and developing subcommittees specific to various campaigns as needed; and

## **EXPERIENCE & QUALIFICATIONS**

- 2-3 years of community organizing or coalition-building experience required, experience in transportation, labor, housing, electoral, or justice work preferred;
- Experience developing and leading campaigns, organizing and managing volunteers;
- Outstanding interpersonal and communication skills and a commitment to building strong stakeholder and one-on-one relationships with transit riders;
- A strong commitment to [Mobility Justice](#) and [Transit Equity](#) is preferred;
- Ability to communicate effectively and presenting to people of all ages, abilities, cultural groups, economic statuses, or sexual orientations, with specific emphasis on serving underrepresented communities ;
- Demonstrated experience working collaboratively and coordinating responsibilities with multiple stakeholders, preferably across multiple organizations;
- Google Drive/Google Suite, NationBuilder (or other CRM), Instagram/X/Bluesky experience;
- Fluency in a second language is preferred, but not required; and
- Candidates with existing working relationships with community groups are preferred, but not required;

## **ADDITIONAL INFORMATION**

- Transit Forward Philadelphia is a program of the Bicycle Coalition of Greater Philadelphia is a 501(c)3 non-profit. All employees of Transit Forward Philadelphia are staff of the Bicycle Coalition of Greater Philadelphia and are subject to the policies of the Bicycle Coalition. Transit Forward Philadelphia is governed by an Executive Committee made up of representatives from Clean Air Council, 5th Square, Bicycle Coalition of Greater Philadelphia.
- The Bicycle Coalition understands that qualified candidates may not possess all of the experiences and skills listed above. If a candidate has some but not all of the ideal experiences and skills, we still encourage the candidate to apply. We value unique perspectives gained from different backgrounds and experiences and are dedicated to supporting professional growth of all BCGP staff members.

## **HOW TO APPLY**

All interested candidates should send the following to [search@bicyclecoalition.org](mailto:search@bicyclecoalition.org):

- An up-to-date resume (no longer than 2 pages).
- A 1-page cover letter explaining why you are interested in working at TFP and what makes you a good fit specifically for the Coalition Manager role. Be sure to relay your story in addition to your professional attributes.
- References and clearances will be requested as the hiring process proceeds.

- Email subject should read: “[last name] Transit Forward Philadelphia Coalition Manager Application”.
- Applications will be accepted and reviewed on a first come first serve rolling basis.

We thank all applicants; we will contact only those selected for an interview.

*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.*