



**Job Title:** Transit Fellow

**Department:** Policy

**Supervisor:** Coalition Manager

**Hourly:** \$15/Hour

**Status:** Part-Time

**Duration:** 6-months with possible extension

**Send Resumes to:** Yasha Zarrinkelk, Coalition Manager, [yasha@transitforwardphilly.org](mailto:yasha@transitforwardphilly.org)

*Interested Candidates should send a resume to the Coalition Manager. Please include in subject line "Transit Fellow Position" along with 1-2 writing samples that best exemplify your writing skills.*

**PURPOSE AND GENERAL 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 organizations ranging from labor unions to elderly rights groups to disability and environmental justice advocates. We believe that a fully functional transit system that serves all riders goes hand in hand with affordable housing, access to healthcare, employment, job retention, and other forms of healthy community development.

Transit Forward Philadelphia is seeking a Transit Fellow to support the Coalition Manager with communications, local campaigns, and an upcoming bus rider survey. This part-time position is ideal for a highly driven and extremely organized person with very strong oral and written communication skills. This position will be housed and managed by the Bicycle Coalition of Greater Philadelphia.

The Transit Fellow should be able to work with a diverse set of constituents as well as engage various stakeholders and transit riders, with emphasis on riders from historically underserved and disinvested parts of the city, in order to improve transit access for all Philadelphians. Experience in community engagement is preferred along with an understanding of public transit policies and landscape in Southeast Pennsylvania.

The Transit Fellow will work closely with the Transit Coalition Manager and serve as a part-time member of the Transit Forward Philadelphia team. The Fellow will contribute to campaigns that build and demonstrate public support for transit policies. The Fellow will also support the team by aiding in managing virtual and in-person events and social media promotion.

**REPORTING RELATIONSHIPS AND WORK ENVIRONMENT:** Transit Fellow will report to the Transit Coalition Manager. Due to COVID-19, this position is temporarily a remote position but will require the employee to be in Philadelphia, with in-office attendance required when it is safe to return to the office. The candidate must commit to working up to 15 hours per week, including weekly check-ins.

1500 Walnut Street, Suite 1107, Philadelphia, PA 19102-3506 P: 215-242-9253 ext. 313



## **DUTIES AND RESPONSIBILITIES:**

- Provide rapid response to news media stories via social media, TFP website, and our email list
- Write 2-3 blog posts a month on transit-related news, policies, and updates happening locally
- Design flyers, one-pagers, and social media graphics
- Draft newsletters/email blasts to our 5,000-person email list
- Write up 3-4 talking points (500-600 words max) for monthly SEPTA Board meetings
- Take notes during monthly coalition meetings
- Organize TFP coalition members and volunteers for a network bus rider survey. Scheduling and coordinating volunteers to: show up at specific stops/stations, hand out survey information and collect survey data
- Volunteer and participate in local events, transit townhalls, zoom workshops, etc.
- Present information and transit-related issues/policies to municipal and elected officials, in person or at public hearings
- Distill policy information and complex transit reports and make it accessible and digestible for the public
- Update website and oversee communications including social media, blog posts, and newsletters
- Assist the Transit Coalition Manager in developing transit-related policy and campaign outreach

## **PREFERRED QUALIFICATIONS**

- 1-2 years of experience in Social Work, Community Organizing, Leadership & Community Engagement/Human Development, Urban/Transportation Planning, OR A bachelor's/master's degree in the above-mentioned fields
- A fast and efficient writer with the ability to process news, reports, and information quickly
- Excellent writing and organizational skills with strong interpersonal and communication skills
- Ability to write and speak in a professional, friendly, and accurate manner
- Graphic design experience: Adobe InDesign, Photoshop, Illustrator, GIMP, Canva, etc.
- Microsoft Suite and Google Drive experience
- Customer Relation Management (CRM) software experience - Nationbuilder
- Passion for civic engagement
- Understanding of transit policies in Philadelphia and nationally. Working knowledge of and enthusiasm for transportation and transit issues
- Ability to work independently with a demonstrated experience working collaboratively.
- Problem-solving skills, creativity, flexibility, and self-motivation
- Familiarity with Greater Philadelphia preferred, but not required
- **Individuals who identify as Black, Indigenous, or Person of Color strongly encouraged to apply.**

*The Bicycle Coalition and TFP are committed to providing equal employment opportunities for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.*

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