

Events and Programs Coordinator – open spring 2019

The Position:

TransitCenter seeks an Events and Programs Coordinator in its New York City office. The coordinator is a critical part of the team who will manage TransitCenter's diverse portfolio of public events, both in New York City and across the country. Additionally, the Coordinator will perform administrative duties for the organization's communications and advocacy efforts, such as maintaining mailing lists, inventory and distribution of publications, monitoring and contributing to the social media feeds, and other outreach-related activities. Our ideal candidate is hyper organized and loves logistics, and can also think creatively about programming our events calendar while helping our events reach new audiences.

The Organization:

TransitCenter is a research and advocacy organization that works to improve public transit in ways that make U.S. cities more just, environmentally sustainable, and economically vibrant. Our goal is to foster the fresh thinking needed to make American urban transit work better for more people, and to improve the overall quality of life in cities. Our work includes convening events such as public forums or technical workshops, both at our New York City headquarters and in other cities, to draw attention to important issues and promote a progressive agenda for reforming transportation.

Primary responsibilities:

- Serve as primary point of contact and logistics manager for all TransitCenter events, both in New York and across the country.
- Work alongside other staff to develop event content, identify speakers and panelists, and help our work reach new audiences by expanding the where and how of TransitCenter events.
- Organize AV, room setup, catering, travel arrangements, and all logistical information for event success.
- Create and send invitations, track RSVPs. Manage online and in-person meetings, such as reserving, launching, and troubleshooting online meeting applications.
- Operate and maintain conference room equipment including telephones, projectors, touch panel a/v controls, webcams, HVAC settings and computers.
- Manage to a budget and perform light bookkeeping related to event logistics (speaker travel arrangements, reimbursement of fees, equipment rental, etc.)
- Assist in preparation for board of trustee meetings and other types of internal meetings which require logistical support.
- Assist other staff in providing administrative and communications support to pro-transit organizations and other allies in key U.S. cities who are part of TransitCenter's nationwide network.
- Some domestic U.S. travel may be involved, likely not to exceed two or three days of the employee's time in any month.

Qualifications and personal attributes:

- Excellent written and oral communication skills.
- Capable of coordinating several tasks simultaneously on a tight schedule.
- Demeanor of fairness and firmness in dealing with caterers, bartenders, other vendors.
- Familiarity with Mail Chimp, Paperless Post, Excel, Word, social media platforms, etc.
- Curiosity about how transportation intersects with related issues like social justice, racism, housing policy, and environmental quality.
- Must be a congenial team player, able to work in a collaborative organizational environment.

Salary range: \$55-65,000. 2-3 evenings per month, duties may extend to 11:00 PM, with compensation time granted to even out overall work time not to exceed 40 hours per week. The benefits package will be described as part of the interview process.

How to Apply:

Throw your hat into the ring by sending the following information to careers@transitcenter.org with "Events and Programs Coordinator" in the subject line:

- Cover letter describing your experience and goals and how they fit the position
- Resume

Please do not phone our office to ask about the position. Everything you need to know about us at this stage is on our website. Candidates will be encouraged to ask us questions in person during the interview stage.

Applications are due by COB on March 15th, 2018. Position will be open until filled. People of color, women, LGBTQ people, and people with disabilities are encouraged to apply. As advocates who are transit riders ourselves, our organization strives to reflect all the various people we represent.

TransitCenter is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal, state or local law. Employment is on an "at-will" basis, meaning both the employer and the employee can terminate the relationship at any time. TransitCenter, a private philanthropic foundation, is incorporated in the State of New York, with its sole office located in the City of New York, and is bound by the employment statutes and regulations of those jurisdictions.

Posted January 28, 2019