

TransitCenter Fellowship for Summer 2018

Description: TransitCenter, a national foundation committed to improving urban mobility, seeks part-time Program Fellows who are committed to systemic change in the transportation field. Graduate students of diverse experience and backgrounds are welcome to apply for this paid fellowship.

Program Fellows will gain experience at the intersection of research, advocacy, and philanthropy, and contribute to a dynamic and growing organization. TransitCenter's current portfolio consists of a set of projects that focus on change in transportation. Our projects include training for city leaders; online transit planning tools; reports and policy playbooks; conferences; and peer-to-peer networks for transportation practitioners. To carry out our mission, we also manage a grantmaking program that complements our project portfolio.

Eligibility: Any current graduate students or recent graduates interested in transportation, urban planning, and public policy are eligible. Students enrolled in programs related to transportation planning, urban planning, public policy, public administration, urban design, and urban studies are the most likely fit, though we believe students of all backgrounds can make a contribution to our organization.

Required skills: Strong writing and communications skills. Excellent critical thinking, research, and analytical skills. Experience with Microsoft Office Suite. Experience with Adobe Creative Suite preferred. Experience with spatial analysis, statistics and working with datasets, or survey techniques is a plus. We are serious about our work, but maintain a collegial and informal office environment. A personable individual with a sense of humor and a can-do attitude will benefit the most from the experience.

Duties: Program Fellows support full-time staff through research and writing assignments on specific subjects, and tasks for other projects and activities at the organization.

Time commitment: At least 15-20 hours per week between late May or early June, and mid-to-late August. Schedule in the office will be mutually determined and depend on the Program Fellow's school schedule. The Fellowship is for Summer 2018, with the possibility for an extension through Fall 2018 based on performance.

Compensation: Our Fellows are compensated commensurate with the market.

Location: Our office is in lower Manhattan, New York City, and the Fellow's work is expected to take place largely on site during conventional business hours.

To apply, send a letter explaining your interest, your resume, 3 references, and a writing sample to careers@transitcenter.org by 5 pm (Eastern time) by April 11, 2018. Please include "Program Fellow Summer 2018" in the subject line of your email.

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.