

Program Fellow Job Description

Supervisor/Manager: Advocacy Associate

Job Description:

TransitCenter, a national foundation committed to improving transit in the U.S., seeks a part-time Program Fellow for a temporary assignment, to last for one year. The Program Fellow will assist the Improving Agency Practice team in engaging practitioners across multiple sectors, who are looking for progressive and inclusive ways to get better transit on our streets.

This fellowship will primarily support Women Changing Transportation (WCT) - a mentorship program that pairs women, genderqueer and/or non-binary early-career transit professionals with mentors to help guide, advise and grow their careers. The program provides one-on-one mentorship, as well as a community where all mentors and mentees can draw on each other's experience. The Fellow will work to support and help expand the WCT program, including cultivating relationships with new partners and with TransitCenter's existing network of transit agency practitioners.

Key Duties and Responsibilities:

Working closely with the WCT program lead, the Program Fellow will assist in:

- Planning and managing in-person workshops and other events. This includes:
 - Managing event logistics such as hotel and event space bookings, restaurant reservations, and coordinating travel.
 - Producing workshop materials e.g. designing and printing informational packets and itineraries.
- Creating/Developing program resources. Possible projects include:
 - Managing a national salary database for womxn in transportation careers.
 - A white paper on making agencies more inclusive spaces for families and working mothers.
 - Blog posts on current issues being faced or addressed by womxn in the industry.
- Amplifying the program to the wider urban-focused professional field. This work will primarily include:
 - Developing communications materials that elevate the program, program participants, and the discussion about representation in leadership. Materials may include short videos and social media posts.
 - Fellow will also:
 - Assist in the preparation of a quarterly newsletter for practitioners.
 - Work to engage new partners in the Women Changing Transportation program.

Time Commitment:

At least 15-25 hours per week for one year. Schedule in the office will be mutually determined and depend on the Program Fellow's other work or school commitments.

Eligibility/Qualifications:

Individuals interested in urban issues, gender issues and transportation are welcome to apply. Required qualifications:

- Strong writing and communications skills
- Some experience producing external communications materials
- Excellent critical thinking, problem solving and analytical skills
- Social media savvy

Desired qualifications:

- Some experience with InDesign and video editing software

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.

Compensation: \$25/hour

Travel: Travel to the workshop/event locations is a possibility. This is likely to take place 3 times throughout the year, would be to a US or Canadian city, and would be for 3 to 4 days in each instance.

To apply, send a letter explaining your interest and your resume to careers@transitcenter.org by December 13, 2019. Also send a short writing sample (no more than 5 pages; excerpts from previously published work or school assignments are fine) that demonstrates your ability to advance an argument rooted in evidence. Include "Program Fellow WCT 2020" in the subject line of your email.

People of color, women, LGBTQ people, and people with disabilities are encouraged to apply.

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.