

CLEAN AIR COUNCIL

Job Title: Sustainable Transportation Program Coordinator

Location: Philadelphia, PA

Reports to: Sustainable Transportation Program Manager

Level: Entry-level with some experience

Office: Philadelphia

Schedule Type: Full-Time*

Deadline: Applications will be accepted until the position is filled. The ideal start date is January 2025.

** Clean Air Council has in-person office space and staff is given the option to work in-person, remotely, or on a hybrid schedule. Some travel and in-person meetings, office work, events, and activities would be required.*

About Clean Air Council:

The Council is a member-supported environmental organization dedicated for over 50 years to protecting everyone's right to a healthy environment. The Council uses public education, community organizing, and legal action to carry out that mission. The Council believes everyone should have the opportunity for meaningful input on the decisions that impact their health, environment, and quality of life.

The Council is an equal-opportunity employer and has a strongly held belief in the importance of having a diverse workforce. Clean Air Council strongly encourages people of color, women, LGBTQI individuals, and those with disabilities to apply.

Position Description:

The Transportation Program Coordinator will implement and develop projects and advocacy campaigns to promote biking, walking, rolling, and taking public transportation in Philadelphia. The purpose of this position is to coordinate with different stakeholders, including residents, business owners, elected officials, city agencies, and other organizations to advocate for and promote sustainable transportation options in order to reduce transportation carbon pollution in the region. This position is a member of the Council's Sustainable Transportation Program and will collaborate with team members on a variety of projects. This role also works closely with other Council staff. This position will report to the Sustainable Transportation Program Manager.

Responsibilities:

- Support Feet First Philly, a Council-organized grassroots pedestrian advocacy group, by coordinating educational events and supporting community groups in advancing local walkability solutions. Coordinate a mini-grant program designed to enhance public spaces and increase walking, biking, and public transit usage.
- Collaborate with regional partners to implement transportation programs and incentives designed to encourage alternatives to driving (e.g., such as TRIPSMART).
- Promote the Council's transportation programs through outreach tactics such as tabling, e-blasts, newsletters, and social media posts and ads.
- Organize public presentations to promote the Council's programs to businesses, community groups, and the general public.
- Encourage the adoption of the Council's sustainable commuting programs through one-on-one meetings with elected officials, business owners, commuters, and other key stakeholders.
- Facilitate Walk Audits throughout Philadelphia to assess the walkability of the area.
- Develop and implement other sustainable transportation projects as needed.

Ideal Competencies, Skills, and Experience:

- Experience managing social media accounts
- Experience with word processing programs and spreadsheets
- Excellent written and oral communication skills
- Commitment to sustainability and the environment
- Previous experience working on advocacy
- Ability to work a flexible schedule that would include some weekend and evening hours to attend outreach events
- Experienced in giving presentations and hosting public meetings
- Proven success with teamwork
- Ability to quickly learn new subject matter and explain it to the public in relatable ways

If you are strong in some of the ideal experiences and skills listed above, but do not have them all, we still encourage you to apply. We value unique perspectives gained from different backgrounds and experiences and are dedicated to supporting our staff's professional growth. We look forward to reviewing your application and seeing what you can bring to our team.

Salary: This is an entry-level position. The salary range is \$45,000 to \$55,000 (Commensurate with experience)

Benefits:

The Council's staff benefits currently include the following:

- Health insurance, vision insurance, and dental insurance
- Optional flexible spending account
- 21 vacation days per year, plus 2 personal days
- PTO when the office is closed between December 25th and January 1st

- 9 paid holidays
- 401k with a 4% match
- Long-term disability insurance
- Life insurance
- SEPTA transit benefit
- Flexible working hours
- Remote and hybrid work options (in addition to in-person meetings and events)

Application Instructions: Applicants should send a cover letter and a resume to Titania Markland, Sustainable Transportation Program Manager, at tmarkland@cleanair.org. Please cc Corinne Bishop (cbishop@cleanair.org). Use the subject line “Sustainable Transportation Program Coordinator Application.” Applications will be accepted until the position is filled.