

CLEAN AIR COUNCIL

Transportation Outreach Coordinator

Location: Philadelphia, PA

Reports to: Transportation Program Director

Schedule: Full-Time*

Subject Areas: Environment, Sustainable Transportation

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

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, LGBT individuals, and those with disabilities to apply.

About Clean Air Council:

Clean Air Council is a member-supported environmental organization serving the Mid-Atlantic Region. Founded in 1967, the Council is dedicated to protecting and defending everyone's right to a healthy environment. The Council works through a broad array of related sustainability and public health initiatives, using public education, community action, government oversight, and enforcement of environmental laws.

General Job Description:

The position will advance goals to reduce single occupancy vehicle travel in the Greater Philadelphia region, with a particular focus on the city of Philadelphia. The position will work on the Council's GoPhillyGo program, a multimodal (bike/walk/transit) trip planner for the Philadelphia region that provides featured destinations that are environmental and nature-focused; as well as other programs that promote greater use of and advocacy for better conditions for bicycling, walking, and public transportation.

For the position of Transportation Outreach Coordinator, the Council seeks a self-starting individual with vision, initiative and demonstrated commitment to environmental protection and sustainable transportation. This position is a member of the Council's transportation program and will work on a variety of projects collaboratively within the team. This role also works closely with other Council staff.

Responsibilities:

- Conduct outreach to the public to promote sustainable transportation options in the city of Philadelphia and surrounding region.
- Plan and implement campaigns that encourage increased use of biking, walking, and public transportation.
- Keep a suite of social media channels regularly updated with engaging content that promotes the Council's transportation work.
- Attend in-person events as needed.
- Draft and carry out email campaigns as well as any other relevant outreach strategies needed to advance the Council's transportation work.
- Design materials and fact sheets as needed.

- Promote strategies for workplaces to encourage sustainable commuting for their employees through initiatives like the Council's Bike Month & Cycle September Challenges and SEPTA's Key Advantage Program.
- Participate in stakeholder meetings and coalitions representing Clean Air Council's transportation work.
- Visit and promote travel to environmental centers, parks, and trails in the region through sustainable modes.
- Follow transportation news and be able to inform the public about developing issues and opportunities for public engagement.
- Work with the program director to create and deliver testimony on relevant transportation issues.

Core Competencies, Skills, and Experience:

- Works well in team
- Able to prioritize multiple tasks
- Creativity in use of resources
- Quick to learn new subject matter
- Strong written and oral communication skills
- Experience managing social media accounts
- Experience with basic computer programs and preferably creating web content
- Commitment to sustainability and the environment
- Ability to work a flexible schedule that would include some weekend and evening hours for the purpose of attending outreach events
- Experience with in-person engagement (not required)
- Photography and video production for social media (not required)
- Bilingual (not required)
- Experience working in software like Canva or Adobe (not required)

Salary: The salary range for this position is \$40,000-\$65,000, commensurate with experience and skills.

Benefits: Health insurance, dental insurance, life insurance, and long term disability insurance
401k matching 4%

Septa Key Advantage, covered 100% and RideEco pre-tax transit

Flexible Spending Account

2 personal days, up to 21 earned vacation days, and 8 paid holidays

Application Instructions: Interested candidates should send a letter of interest with resume to nzr@cleanair.org (please include "Transportation Outreach Coordinator Application" in the email subject line). Applications will be accepted until the position is filled.