

Transportation Engagement Coordinator

Position Summary

The Transportation Engagement Coordinator is responsible for coordinating and managing the work of local partners to promote and advance equitable bike share by identifying and fostering strategies that make bike sharing a relevant tool to improve the lives of BIPOC and individuals with low income in Philadelphia and across the country. The Transportation Manager must be passionate about equity and understand the potential of active transportation to improve the lives of all community members.

Essential Functions

- Coordinate and oversee the successful implementation of grant-funded projects
- Actively manage, engage, and energize partner organizations and stakeholders
- Manage deliverables and reporting for multiple grants that support transportation-related work.
- Support Indego station planning by identifying key community stakeholders and building relationships.
- Develop an equity framework that incorporates a long-term model of equitable transportation and creates strategies for ongoing collaboration and engagement among various organizational initiatives.
- Produce and present program reports for a wide range of partners and stakeholders, including municipal agencies, community-based organizations, and funders
- Manage relationships with various funders and communicate successes and challenges in a timely and responsible manner.

Competencies, Knowledge, Skills, and Abilities

Competencies

Successful candidates will possess the following characteristics

- Action Oriented—comfortable with negotiating challenging situations and moving forward
- Motivating Others—can create a climate in which partners are driven to succeed
- Planning—can accurately scope out projects to their full extent, sets goals, and evaluates progress against them
- Creativity—sees connections across areas of work among previously unrelated notions; can create synergy across project
- Strategic Agility—can anticipate future consequences and trends, position self and organization to be most effective
- Active Listening—has the ability to hear people out; understands the importance of listening to and understanding a wide range of opinions

Knowledge

- Understand best practices in project management, tracking performance toward goals
- Can create appropriate and effective budgets, track spending towards goals and deliverables
- Understands the importance of clear, timely communication and can interact with a range of audiences in a tactful and persuasive manner
- A clear understanding of equity and its relation to race, class, and identity.

Skills and Abilities

- Ability to quickly take ownership of an established project while prioritizing & successfully advancing established goals
- Ability to work in and with BIPOC, new immigrants, or other historically underserved communities
- Can set and meet deadlines for one's own work and the work of others.

- Can independently initiate, plan, and coordinate multiple projects ranging from the simple and routine to the complex
- Strong writing and editing skills; ability to effectively communicate in a variety of formal settings both inside and outside the organization
- Public speaking and presentation ability or experience

Qualifications (Education and Experience)

Concrete demonstrable experience and other qualifications include:

- Bachelor's Degree Required
- Three or more years of experience in grant or program management
- Community engagement and outreach experience with historically underserved communities
- Past management of foundation or government-provided grants
- Demonstrated ability to manage multiple partners in various remote locations
- Grant writing experience is strongly preferred.
- We welcome and encourage applicants with non-traditional career paths. If you don't precisely meet the qualifications outlined here, please apply and describe in your cover letter how your own experiences equip you to excel in this position