



# GETTING THERE TOGETHER

## Getting There Together Coalition Manager - Position Description

**Summary:** The Getting There Together Coalition Manager will lead our efforts to grow a connected and informed Coalition through policy analysis, community involvement, and engagement with elected and community leaders in values-centered and cooperative problem solving, to co-create and further equitable transportation policies in the greater Portland region. Our ideal candidate will be deeply familiar with the political and policy landscape around transportation, understand how policymakers and agency staff operate, and be committed to radical change through coalition-based work. This is a 1-year contract with significant opportunities for longevity and growth.

**Position:** Getting There Together Coalition Manager

**Location:** Greater Portland, OR area

**Duration:** 12 months, with the goal of securing additional funding to extend the role

**Reports to:** GTT Coalition Steering Committee member

**Hours:** Most work is expected to occur M-F between 9a-5p, with participation in regular evening or weekend meetings and events. While this is an independent contract position, we anticipate the tasks to take around 37.5 hours per week

**Compensation:** Contract position (to start). The compensation scope of the contract falls between \$57,000 to \$61,000 for 12 months, which includes allowances for individual health insurance/travel/internet/phone. A laptop computer and office supplies will be available as needed.

**Office location:** This position will be based out of your home office in the greater Portland, OR region. We currently operate remotely due to the pandemic restrictions, but anticipate there will be regular future travel for partner and agency meetings throughout the region and will work with you to determine what's appropriate and reasonable given current public health guidelines.

## **Who we are**

The Getting There Together Coalition was formed in 2017 in response to growing concerns that the greater Portland metropolitan region wasn't adequately planning to build a comprehensive infrastructure and transportation system that worked for all. Today we are a multicultural, multigenerational coalition representing more than 50 organizations that centers and uplifts the voices and needs of people most impacted by transportation inequities through education, advocacy, access, and leadership. We envision a world where Black, Indigenous, people of color, youth, immigrants, people with disabilities, older adults, and low-income communities have meaningful participation in the creation of an accessible, affordable, equitable, and climate-friendly transportation system. Our work is focused in the greater Portland region. Learn more about our work at [www.gettingtheretogether.org](http://www.gettingtheretogether.org).

## **About the role**

The Getting There Together Coalition Manager will lead our efforts to grow a connected and informed Coalition through policy analysis, community involvement, and engagement with elected and community leaders in values-centered and cooperative problem solving, to co-create and further equitable transportation policies in the greater Portland region. The Coalition Manager will play an integral part in shaping the future and growth of the Coalition. We are hiring for this role at an exciting time, and the expectation for this role is that they will determine the future structure and strategic plan for our work going forward. The role is currently funded for one year on a contract basis, and it is our hope and expectation that it will evolve into an ongoing position as the Coalition explores and establishes its nonprofit status. This is dependent on securing more funding for the position and Coalition, which will be a shared responsibility between the Coalition Manager and the Coalition Steering Committee.

## **How we connect to and serve our communities: our values in practice**

- We connect community members from our Coalition membership's priority populations to decision-making processes and decision makers by identifying, supporting, and empowering community leaders and facilitating community-based expertise on transportation justice issues.
- We serve our priority populations through outreach and engagement, including webinars, workshops, tours on transportation justice topics and infrastructure, and facilitating conversations between elected officials and community members to drive forward policies that respond to community needs.
- We also steer financial resources towards priority population membership to help ensure those organizations and communities can engage in the Coalition, and hold leadership positions within the Coalition.

## **Primary Responsibilities**

The Coalition Manager builds off the intentional and dedicated work by the Steering Committee and previous Coalition organizers to:

### ***Maintain and grow a connected and informed Coalition: 50% of the time***

- Manage Coalition activities to achieve coalition goals, including coordinating advocacy activities among partner organizations and providing staff support to GTT Steering Committee and sub-committees.
- Lead the Coalition's strategic planning process, monitor coalition-wide deliverables, and assist in grant reporting.
- Assist the Coalition in developing strategic partnerships with individuals, coalitions, organizations, policymakers, and agency staff to explore electoral and policy options and to create transportation investments, projects, and programs.
- Represent the Coalition externally at events and speaking engagements.
- Recruit new member organizations to the Coalition, particularly organizations that represent culturally-specific community organizations and/or increase the geographic representation of the Coalition in the region.
- Connect with our priority communities through outreach and engagement, to determine needs around transportation justice and engagement with decision makers.
- Explore the feasibility of creating opportunities for participation and service in transportation decision making processes, and outline the process to create content around transportation justice that would engage priority community members.
- Work with Coalition and community partners to explore the feasibility of acquiring transit-adjacent surplus property to provide transit centric affordable housing and/or a youth center or other community center.

### ***Policy Analysis and Communications for the Coalition: 25% of time***

- Provide information and analyses, verbally and in writing, to Coalition leadership, policymakers, advocates, Coalition members, the general public, and other stakeholders.
- Help execute successful advocacy strategies for educating policymakers and other decision makers about the needs of impacted populations.
- Contribute to content creation and dissemination. Past strategies have included fact sheets, action alerts, website and social media content, guest opinion pieces, and letters to the editor.
- Manage the Coalition's communications strategy by coordinating with the Communications Subcommittee and engaging additional Coalition members and organizations to promote communications content.

### ***Administrative Support for the Coalition: 25% of the time***

- Collaborate with the Steering Committee to identify and pursue funding opportunities.
- Coordinate, schedule, and assist in facilitating the Coalition's committees and meetings.
- Schedule and attend meetings with policymakers and agency staff.
- Assist in grant reporting related to the position.

## **Our Ideal Candidate**

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. Wondering whether you have the right credentials or background to apply? We value lived experience, are serious about embracing diversity, and are committed to building a team that represents our communities' backgrounds. We are looking for a self-motivated person who cares about addressing affordability and fighting for transportation justice, who has shown the potential to do great coalition or campaign work, and who is interested in continuing to grow this Coalition with a dedicated support team.

### *Preferred qualifications include:*

- Demonstrated background working and communicating with diverse communities including Black, indigenous, and people of color (BIPOC), LGBTQ+, youth, older adults, people with disabilities, labor unions, and people with lower incomes.
- Deep understanding of and commitment to advancing racial equity through policy change, and specifically combating anti-Blackness.
- Demonstrated coalition-building, organizing, and group management experience.
- Knowledge of local non-profit organization and social service landscape, and connections to community- and members-based organizations.
- Knowledge of local, regional and relevant state transportation advocacy, policy, and processes, as well as an understanding of intersectional issues such as affordable housing and displacement.
- Experience working on political and organizing campaigns, particularly at the local level.
- Experience navigating public sector decision-making systems.
- Fluency in multiple languages is desirable. The majority of Coalition communications in both written and spoken form are currently in English.
- Strong interpersonal skills, including writing and public speaking.
- Experience with earned, paid, and social media.
- Strong organizational skills and attention to detail.
- Can accommodate a flexible schedule, with ability to work some evenings/weekends.
- Flexible and adaptable to juggling multiple tasks and changing priorities.
- Grant writing and reporting experience.

## **How to Apply**

- Please send a resume, and a cover letter that addresses why you're interested in this role and answers the question "Why does transportation justice matter to you?" via email to [info@gettingtheretogether.org](mailto:info@gettingtheretogether.org) with the subject line "Coalition Manager Application -- [your name]".
- Applications will be accepted until the position is filled; interviews will be conducted on a rolling basis.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While implementing this contract, the individual is regularly required to communicate with others through a variety of means. The role is largely sedentary and desk-based; occasionally required to stand; walk; sit; and reach with hands and arms; regular travel in the region. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.

It is our practice that qualified individuals with disabilities not be discriminated against because of their disabilities in regard to job application procedures, hiring, and other terms and conditions of employment. It is further our practice to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. We are prepared to modify or adjust the application process or the work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position they desire, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges as are enjoyed by other similarly situated individuals, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact us at [info@gettingtheretogether.org](mailto:info@gettingtheretogether.org) or include information in your application.

### **NOTE**

This description in no way states or implies that these are the only tasks to be performed by the person holding this contract. Contractors will be required to follow any other task-related instructions and to perform any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this work successfully, the contractor will possess the skills, aptitudes, and abilities to perform each task proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.