

Clevelanders for Public Transit Lead Organizer Position

Clevelanders for Public Transit (CPT) is seeking a part-time Lead Organizer to be based in Cuyahoga County. At the direction of the Coordinating Committee (board), the Lead Organizer will administer records, interface with CPT members, media, transit agencies, government agencies, and lawmakers to further the mission of CPT.

Clevelanders for Public Transit is a grassroots organization of public transit riders who organize and advocate for equitable, affordable and sustainable transit. Visit www.clefortransit.org for more information about CPT.

Primary Responsibilities:

- Execute goals, policies, procedures as directed by CPT's Coordinating Committee
- Serve as primary contact and spokesperson for CPT with stakeholders in government, community, and media relations
- Analyze membership reports, research documents, and other performance indicators to improve member engagement and organizational performance

Membership & Engagement:

- Manage and update the database of contacts and action history for each campaign
- Administer website, mass emails, and social media as directed by Coordinating Committee
- Inform Coordinating Committee about operations of the organization, including data concerning member engagement and events
- Attend internal and external meetings and events. Contribute and gather information as necessary. Reserve meeting spaces as needed

Finance & Operations (Recommended):

- Monitor and support CPT's financial and budgetary activities, including reporting, grant acquisition, and procurement of funding
- Recommend vendors, monitor contract performance, and alert Coordinating Committee to performance issues as needed
- Purchase equipment and supplies for organizational use as directed by Coordinating Committee

The Ideal Candidate Will:

- Adapt to changing priorities and fast-paced situations with emotional maturity
- Effectively engage individuals from wide range of backgrounds who represent CPT's members and external groups including transit agency staff and board members, planners, municipal and county employees and elected officials
- Be organized, responsible, and a strategic thinker
- Work well autonomously and as a group member

Desired Experiences:

- Grassroots, non-profit, or business experience with increasing leadership responsibilities
- Working in an environment where commitment to diversity based on race, ethnic origin, gender, age, sexual orientation, and physical ability
- Working remotely and/or with remote teams
- Experience with Clevelanders for Public Transit and knowledgeable in transit

Qualifications:

- Commitment to CPT's goals, mission and bylaws
- Proficient in Microsoft Office Suite and Google Drive/G Suite
- Eager to develop additional skills as necessary
- Willingness to work a flexible schedule, including nights and weekends

Compensation:

This is a part-time position funded through 2019 with room for growth. Ideal candidate will assist Coordinating Committee with development efforts to secure long-term funding for the position.

How to Apply:

Submit resume to info@clefortransit.org by June 9th.

Women, people of color, and members of other under-represented groups are encouraged to apply.