



Events Specialist

Job Description

The Events Specialist is a key member of the TCC team, working with a team to develop and implement our community, educational, and fundraising events. They support our operational and programmatic excellence, creating places for people to learn about, engage with, and support our mission.

This team member is responsible for implementing TCC's events calendar including our signature Ride Transit Month campaign; our public forums, Transit Talks; as well as our educational series, Mobility Justice Power Hour. They will assist in fundraising events including our annual fundraising event, transit trivia, and cultivation events. This team member will also recruit and manage TCC's volunteers.

Flexible schedule with some night and weekend work required.

Reports to: Deputy Director

Hourly Rate: \$28/hour

Position Type: Part-time, 20 hours a week, Based in Seattle, working remotely for the time being.

About TCC

Transportation Choices Coalition is Washington State's leading non-profit organization working to expand transportation choices for everyone. Based in Seattle, our vision is to create vibrant and affordable communities connected by great transit for all. Our programs are focused on educating and building support for more transit, developing cutting edge policies to make it easier and more affordable for people to get around by rail, bus, bike and foot and winning new funding to support these transportation choices. In the last decade, we have won nearly \$30 billion in transit, bike and pedestrian investments.

TCC strives to be a great place to do great work. We prioritize a collaborative, team-oriented culture where everyone has a high level of ownership and performance in their roles, where we prioritize a regular practice of collective programmatic and operational anti-racism work, and where we care for ourselves, each other, and our community.

Key Responsibilities

Event Design and Production – 50%

- Design and implement Ride Transit Month, our month-long education campaign including program design, participant recruitment, and relationship-building with partners.
- Organize six to eight education events with an eye for refinement and expansion, including TCC's 'Transit Talks' education forums and Mobility Justice Power Hours.
- Support fundraising event logistics including annual fundraising event, Transit Trivia, and other cultivation opportunities.
- Ensure events are accessible and advance our racial equity goals.

Communications and Marketing – 15%

- Draft event descriptions and design basic marketing materials in coordination with Communications Manager.
- Promote events on social media, email, with our partners, and in the media.
- Post event recordings and follow-ups on website, social media, and email.

Engagement and Outreach - 15%

- Track and follow-up with attendees, volunteers, and stakeholders to foster ongoing engagement.
- Identify new opportunities to grow TCC's support base.

Volunteer Management - 10%

- Recruit and manage event volunteers.
- Respond to incoming volunteer inquiries.

Administration – 10%

- Lead TCC's internal Events Committee.
- Maintain event budgets.
- Assess an event's overall success and suggest improvements.
- Develop and maintain tracking and reporting for event performance towards goals and ROI.
- Attend TCC internal meetings.
- Other duties as assigned.

Primary Qualifications

- Excellent written and verbal communications
- Project management experience
- A strong commitment to community engagement and outreach.
- 2-3 years, marketing or event management experience or related.
- Familiarity with organizational social media accounts and tools (Twitter, Facebook, Instagram, Canva)
- Experience working with a broad range of stakeholders.
- A self-starter who is comfortable working in a team environment and working with volunteers.
- Ability to prioritize, manage and coordinate multiple tasks.
- Detail oriented.
- A strong commitment to racial equity and anti-racism.
- Willingness to work occasional evenings and weekends.

Secondary Qualifications

- Familiarity and interest in transportation or related issues.

The Successful Candidate Will

- **Be relationship-oriented and embrace collaboration.** You recognize the deep importance that relationships with colleagues and allies play in our work, and you build rapport and trust with others.
- **Center racial equity.** We acknowledge historical inequities and commit to shift power, resources, and decision-making to communities of color and those most impacted by issues related to transportation.
- **Be thoughtful and follow through on commitments.** Communicate clearly, honestly, and openly. If you cannot keep a commitment, explain why and renegotiate well in advance. Ask for what you need and be willing to give and receive feedback at all levels.
- **Approach work with a spirit of “yes.”** You firmly believe that we can all do things we’ve never done before, and can challenge ourselves to achieve incredible results. Look for ways to make ideas work before assuming they won’t. Take calculated risks and view failures as learning opportunities. Be flexible and adapt as things change (which they inevitably will!).

Compensation and Benefits

This is a part-time, 20 hour per week position based in Seattle with hourly wage starting at \$28/hour. Competitive benefits package including partial-paid medical, dental and vision insurance, retirement matching, vacation policy starting at two weeks, professional development funding, and yearly transit pass. TCC prioritizes diversity and inclusion. Women, non-cis gendered people, people of color, and individuals from under-represented communities are strongly encouraged to apply.

Employment at TCC is based upon individual qualifications without regard to race, color, gender, sexual orientation, religion, creed, age, national origin, physical, or mental disability, marital, or veteran status, political ideology, gender identity, genetic information, or any other legally protected status. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social/recreational programs.

To Apply

Submit cover letter and resume by email to Jaclyn Gault, Senior Operations Manager, at jobs@transportationchoices.org; indicate “Events Specialist” in the subject line. No phone calls please.

Applications accepted until April 22, 2021.

For more information about TCC, visit www.transportationchoices.org