



Communications Consultant Request for Proposal

Transportation Choices Coalition seeks a Communications Consultant to deliver timely content that supports our advocacy and organizational goals for Ride Transit Month and other key priorities in 2025.

We seek an individual or team-based consultant who can reliably support TCC's communications needs in a fast-paced, political environment. This person will take direction to draft, edit, produce, and publish public-facing materials such as calls-to-action, social media posts, email blasts, newsletters, and educational pieces. We anticipate that the consultant would support several large communication campaigns during the designated time frame, with work developing strategic messaging, talking points, graphics, and other supporting materials. In addition, this person will provide general communications support to TCC staff as needs arise.

Reports to: Deputy Director

Rate: \$4,000-\$6,000/month, DOE.

Position Type: Temporary, mid-April 2025 through early September 2025

Location: Remote or hybrid (our office is located in Seattle, WA).

About TCC

Transportation Choices Coalition is Washington State's leading non-profit organization working to expand transportation choices for everyone. Based in Seattle and working statewide, our vision is to create vibrant and affordable communities connected by excellent transit for all. Our programs are focused on educating and building support for more transit, developing cutting-edge policies to make it safer, easier, more equitable, 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 \$100 billion in transit, bike, and pedestrian investments.

Key Responsibilities

- Serve as the primary content producer for a small policy and advocacy nonprofit.
- Provide strategic communications direction and guidance to staff.
- Support the development of strategic and comprehensive communications campaigns, including messaging, talking points, graphics, and other supporting materials, and other emerging policy or strategic priorities.
- Create and manage materials for two major events, Ride Transit Month (June) and our Tuxes & Trains fundraising gala. Create web page for Ride Transit Month and the Tuxes & Trains gala and support TCC team in providing input to the graphic designer.

- Edit, format, and send weekly email blasts in ActionNetwork, including Action Alerts, fundraising campaigns, event promotions, and general TCC update emails (approximately 1-2 emails per week).
- Compile, edit, format, and send Monthly Newsletter.
- Draft and edit content for the TCC blog and social media.
- Update WordPress website with new blog posts.
- Manage social media accounts (Bluesky, Instagram, and Facebook) promoting events, actions, new blog posts, organizational updates, or important news.
- Create and promote collateral and content for events.
- Coordinate and support drafting op-eds and press releases.
- Create basic graphics to accompany written communications like blog posts and emails, and for Instagram (using Canva or similar).
- Format/design public-facing documents (1-pagers).
- Copy edit written materials as needed.

Primary Qualifications

- Outstanding writing, editing, copy editing, and verbal communication skills
- A demonstrated ability to produce high-quality content reliably and on deadline
- Experience developing communications materials and messaging in a political context
- Strong social media skills in an organizational advocacy context
- Familiarity with content management programs, including Action Network and WordPress
- Basic graphic design/formatting skills; experience with Canva or similar
- Excellent project management skills, including clear and efficient editing and approval processes
- Strong commitment to equity and accessibility
- Experience working with a broad range of stakeholders

Secondary Qualifications

- Familiarity and interest in transportation or related issues, as well as legislative processes

To Apply

Submit resume and writing, graphics, and social media samples (by PDF or links) by email to McKenna Lux, Deputy Director, at mckenna@transportationchoices.org; put “Communications Consultant” in the subject line. No phone calls, please. **Submissions will be accepted on a rolling basis. We would like to have a contract in place by early April.**

TCC prioritizes diversity and inclusion. Women, non-cis gendered people, people of color, and individuals from under-represented communities are strongly encouraged to apply.