



POSITION DESCRIPTION:	Community Engagement Intern or Volunteer		
REPORTS TO:	Assistant Director		
TYPE OF POSITION:	Program / Outreach	20-40 hours/week including some evenings & weekends	Compensation: Stipend, bus passes, course credit possible
GENERAL DESCRIPTION			
<p>Transportation Riders United (TRU) is a 501(3)(c) nonprofit organization based in downtown Detroit and dedicated to improving public transit throughout greater Detroit.</p> <p>As we embark on our community engagement campaign, we want four (4) organized, outgoing persons to be part of a team that will grow a movement in support of more and better regional transit in southeast Michigan. Successful candidates will have demonstrated experience working in a variety of community settings; speaking to individuals and small groups; managing volunteers or a team; and coordinating events.</p> <p>The Community Engagement Interns and/or Volunteers will coordinate TRU’s participation in community meetings and events for the purpose of building understanding and support of regional transit improvements and investments. Interns and volunteers will work from TRU’s downtown Detroit office and at locations throughout Southeast Michigan.</p>			
PRIMARY RESPONSIBILITIES			
<ul style="list-style-type: none"> • Assist in communicating TRU’s transit messages to people throughout southeast Michigan through mailings, flyering, posters, displays and online/social media in order to build support for transit improvements and investments and encouraging people to take action • Help the Assistant Director coordinate and implement education and engagement activities at fairs, festivals, farmers markets, fireworks and other events throughout southeast Michigan, including: <ul style="list-style-type: none"> ○ Engage people in community settings using materials provided by TRU; ○ Approach passersby and launch a conversation about transit benefits and opportunities; ○ Help insure adequate quantities of materials and supplies; ○ Record and communicate activities and outcomes. • Assist and support presentations to community organizations, businesses, and other groups • Photograph and videotape stakeholders as they describe their attitudes about and experiences with transit • Participate in internal (TRU) and external (coalition) planning and strategy meetings as requested. • Other responsibilities may be assigned by the Executive Director or Assistant Director as needed. 			

500 Griswold, Suite 1650, Detroit, Michigan 48226
Phone: (313) 963.8872 • Fax: (313) 963.8876

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REQUIRED SKILLS AND ABILITIES

- Experience working in community settings and working with volunteers or teams
- Comfortable approaching strangers in public settings and initiate conversations
- Good time management and project management skills. Able to effectively organize and prioritize workload, reliably meet deadlines and goals and pro-actively communicate progress and problems
- Work effectively as part of a team as well as work independently under supervision
- Good problem solving and troubleshooting skills
- Good verbal communication skills and comfortable speaking to people in a variety of settings
- Good at record-keeping and reporting, including creating and maintaining databases and other documents and handling confidential information
- Proficiency of Microsoft Office applications (Word, Excel, Outlook, Power Point), Google Drive, and office equipment
- Reliable transportation
- Can lift and carry up to 10 pounds

DESIRED SKILLS AND ABILITIES

- Experience utilizing Facebook and social media
- Experience or familiarity with social change advocacy and community engagement
- Familiar with public transit providers, plans and projects in southeast Michigan
- Familiar with community-based and business organizations in Southeast Michigan

EDUCATION REQUIREMENTS

- High school diploma or GED required
- College coursework desired

TO APPLY, submit a resume and cover letter to Ruth Johnson at Info@DetroitTransit.org with **“Community Engagement Application” in the subject**. Resumes received by April 13 will receive priority consideration.

References and background check may also be requested.

Posted: 4/2/2015

Close: 5/13/2015

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