



POSITION DESCRIPTION: **Community Engagement Intern**

REPORTS TO: Executive Director

TYPE OF POSITION:	Program / Outreach	15-25 hours/week including some evenings & weekends	Compensation: Stipend, bus passes, course credit possible
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GENERAL DESCRIPTION

Transportation Riders United (TRU) is a Detroit-based 501(3)(c) nonprofit organization based dedicated since 1999 to improving public transit throughout greater Detroit.

As an important part of building public support for public investment in improved transit, we want two organized, outgoing persons to be part of a team that will increase public knowledge of and support for transit. 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.

The Community Engagement Interns will coordinate TRU’s participation in community meetings to build support for regional transit investments. Interns will work from TRU’s TechTown Detroit office and may travel to locations throughout Southeast Michigan.

PRIMARY RESPONSIBILITIES

- Assist in communicating TRU’s transit messages to people throughout southeast Michigan through mailings, displays and online/social media in order to build support for transit investments
- Help coordinate and run Transit Listening Tour peer-to-peer speakers bureau program including:
 - Contact and follow up with community, business, and neighborhood groups to offer a trained presenter attend their upcoming scheduled meeting and engage in a transit dialogue;
 - Potentially present to and engage with interested community groups, once trained;
 - Help train, coordinate, and facilitate volunteer presenters to present to community groups;
 - Help insure and distribute adequate quantities of materials and supplies;
 - Record and communicate activities and outcomes.
- Photograph and videotape supporters as they describe their interest in and experience with transit; then share these “Faces of Transit” personal stories on social media;
- Participate in internal (TRU) and external (coalition) planning and strategy meetings as requested.
- Other responsibilities may be assigned by the Executive Director as needed.

REQUIRED SKILLS AND ABILITIES

- Good verbal communication skills and comfortable speaking to people in a variety of settings, including making calls to strangers to initiate conversations
- Experience working in community settings and working with volunteers or teams
- 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 at record-keeping and reporting, including creating and maintaining databases and other documents and handling confidential information
- Proficiency of Microsoft Office applications, 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 Megan Owens at Info@DetroitTransit.org with **“Community Engagement Intern Application”** in the subject. Resumes received by April 20 will receive priority consideration.

References and background check may be requested.

Posted: 3/20/2018

Close: 5/20/2018