



michigan suburbs alliance

Position	Partners for Transit Campaign Fellows
Employment Type	Part time, 15 hours per week, November 2011–May 2012
Salary	\$8 / hour
Location	Michigan Suburbs Alliance 34 N Washington Street, Suite A Ypsilanti, MI 48197
How to Apply	All applicants must submit a cover letter, resume and writing sample. Positions are available immediately and applications will be reviewed on a rolling basis until filled.
Contact Website	Email application materials to Richard Murphy at internships@suburbsalliance.org www.michigansuburbsalliance.org www.partnersfortransit.org

By working with the Michigan Suburbs Alliance, the Partners for Transit (P4T) Campaign Fellows will support education, outreach and network development for the Washtenaw Countywide Transit Master Plan. Over the course of November to May 2012, these interns will contribute to the P4T team by coordinating public education, outreach and communications efforts for the recently completed Transit Master Plan for Washtenaw County (<http://www.movingyouforward.org>). Ultimately, the intern will help the Suburbs Alliance support regional collaboration to create vibrant, healthy and beautiful communities.

The Suburbs Alliance provides a fun and flexible work environment and offers professional experience in the world of nonprofits and local governments. The Partners for Transit Campaign Fellows will learn about transit in Ann Arbor, Washtenaw County and metro Detroit. They will have the opportunity to meet with community leaders, lead on-campus organizing efforts, and be part of the implementation of the area's first county-wide transit system.

Responsibilities

Under the direct supervision of Richard Murphy, Transportation Director, the Partners for Transit Fellows' primary responsibilities will be to develop and manage the outreach infrastructure for the educational campaign around the Washtenaw County Transit Master Plan. Up to three Fellows will be hired, each heading one of the following campaign areas:

- Communications:
 - Draft communications pieces, including website content, meeting materials and op-eds
 - Cultivate media contact list and track campaign coverage
 - Develop campaign mailing lists, including general information, volunteer, fundraising and other targeted lists
- Outreach:
 - Develop and manage a campaign "speakers bureau," matching P4T coalition members and supporters with events and audiences
 - Engage student government, unions, and other interested groups on Michigan, Eastern Michigan, and Washtenaw Community College campuses
 - Coordinate campaign volunteers for event attendance, tabling and other activities
- Board Engagement:

- Attend transit authority board meetings and district meetings to identify issues and outreach needs
- Support communications and outreach needs and overall campaign management
- Provide direct support for monthly meetings of a working group looking at regional transit needs for the metro Detroit area

Applicant Qualifications

- Strong interest in (and some knowledge of) public transit;
- Ability to travel within Washtenaw County, including some evening and weekend commitments;
- Excellent writing and public speaking skills;
- Experience in communications, community organizing or event coordination;
- At least one year of post-secondary education; and
- Available to work November 2011 through May 2012.

Application Procedure

Interested individuals should send a **cover letter, resume and writing sample** electronically in either MS Word or PDF format to internships@suburbsalliance.org. In the cover letter, make sure to describe your interest in the program and our organizational mission, detailing why you are the best fit for this position. Resumes must show relevant experience. Writing samples should be approximately one page, double spaced, and can include class papers (or excerpts), articles and short stories. ***We will not review incomplete submissions.***

Organizational Background

Pursuing a future where communities share economic, environmental and social success, the Michigan Suburbs Alliance envisions metropolitan centers that preserve the unique character of individual communities while striving toward a unified and equitable region where the citizens are empowered as an effective regional force. The Michigan Suburbs Alliance unites and strengthens metropolitan Detroit's mature suburbs by elevating regional cooperation, reforming public policies and innovating redevelopment strategies.

Partners for Transit is a coalition of Washtenaw County stakeholders supporting robust, county-wide transit service to promote economic vitality and a high quality of life. The Suburbs Alliance is staffing the P4T effort as part of its work to empower residents and grass-tops leaders on the local, regional and state levels to embrace transportation policies that support economic prosperity, environmental sustainability and social equity.

Equal Opportunity Employment Policy

The Michigan Suburbs Alliance is an Equal Opportunity Employer. The organization is committed to maintaining a workplace free of discrimination and harassment. We recruit, hire, train and promote individuals in all positions without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, physical or mental disability, being a disabled veteran, veteran of the Vietnam era or other eligible veteran. At the Suburbs Alliance, we are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.