



## **Program Manager of Transportation Justice Oakland, California**

### **About Urban Habitat**

Founded in 1989, Urban Habitat brings race and class to the forefront of transportation, land use, and housing policies to create a Bay Area where low-income people of color can live in just and connected neighborhoods. We partner with local organizations to win equitable policies and build power so low-income people of color can thrive and prosper in their communities.

We are a small and nimble organization that helps build movement infrastructure for transformative change that addresses structural inequities impacting historically disenfranchised communities.

### **Position Overview**

The Program Manager of Transportation Justice will report to the Director of Advocacy and Policy Campaigns and provide policy analysis, research, technical assistance, and advocacy support to local and regional policy and advocacy campaigns that advance transportation justice. This includes building the relationship between the transportation, mobility, and climate justice fields. Much of this work will take place within coalitions; the position will play a lead role in coalition coordination, infrastructure development, and setting policy priorities and campaign strategy. The Program Manager of Transportation Justice will also participate in the organization's leadership development programs.

### **Summary of Core Responsibilities**

- Support the analysis for Urban Habitat's strategic direction and role in the transportation justice field, with a particular focus on the intersection of transportation justice and the mitigation of climate change. This includes understanding and navigating the politics, ally relationships, and funding environment.
- Support the development of Urban Habitat's policy agenda and strategy at the regional and local levels, which includes working with grassroots-led transportation justice campaigns and coalitions.
- Represent Urban Habitat in coalitions, such as the Voices for Public Transportation, and other collaborative formations, including responsibilities such as general coordination, meeting facilitation, identify advocacy opportunities, and shaping advocacy strategies.
- Monitor the political landscape for strategic opportunities to advance Urban Habitat's policy priorities and campaigns. Research and analyze local, regional, state and, national policies that are relevant to our transportation justice goals; design innovative policies and advocacy strategies that build on our existing expertise and relationships.

- Coordinate with Urban Habitat’s community partners to identify opportunities to provide technical assistance, trainings, and campaign support.
- Support efforts to mobilize policymakers, community and labor allies, and other key stakeholders around our policy agenda and strategies at the local and regional levels.
- Conduct research, provide analysis, and develop original reports that amplify our work, support our campaigns, and contribute to movement building. Provide data, analysis, and articles for our website and other publications.
- Research and create curriculum and training resources for leadership development programs and to support partner campaigns on transportation justice.
- Support the placement of Boards and Commissions Leadership Institute (BCLI) alumni on related commissions and identify opportunities to align BCLI alumni advocacy with our policies and campaigns.
- Support the development of regular communications, media, and social media to enhance Urban Habitat’s fundraising, outreach, media, and public relations.
- Represent Urban Habitat at conferences, public meetings, and media events, as needed.
- Support Urban Habitat’s fundraising goals through participation in funder meetings, briefings, proposal development, and completing grant reports.
- Participate in strategic planning for the organization as a whole and for specific policy/program areas.
- Coordinate special projects, assignments, activities, and other duties as assigned.

### **Summary of Qualifications**

- Education and training: Master’s degree in urban planning, urban studies, environmental studies, economics, public policy, or equivalent experience such as policy manager for planning, housing or transportation organization.
- Work experience: At least three (3) years of experience in public policy, public administration, public health, urban planning, community development or organizing in the social/environmental justice field.

### **Specific skills/subject knowledge:**

- Experience participating in policy campaigns and/or programs focused on environmental, social, and/or economic justice.
- Capacity to evaluate and prioritize campaign opportunities to ensure that they maximize Urban Habitat’s overall campaign and organizational goals.
- Knowledge and experience working on transportation policy and planning, regional equity, urban planning (land use, housing, and climate) from an equity perspective.
- Experience working with or significant exposure to grassroots organizing.
- Experience with coalition coordination and facilitation.
- Demonstrated ability to effectively communicate policy analysis and research results, including development of conclusions and persuasive arguments for individuals outside the organization, as appropriate.
- Ability to build effective relationships with community, policy, labor, and government stakeholders; existing relationships in Bay Area politics and social/environmental justice organizations a plus.

- Capacity to utilize a wide array of research methods, including but not limited to: public information requests, government reports, telephone inquiries, quantitative analysis relevant to transportation, GIS, and key informant interviews.

**Additional qualities candidate should possess:**

- A strategic and creative problem-solver who can contribute to the development of a regional equity vision and policy agenda and support movement building.
- Understanding of environmental, social, and economic justice issues and a demonstrated commitment to positively impact low-income communities of color.
- Excellent oral and written communication skills.
- Organized and detail-oriented. Takes initiative, is creative and resourceful.
- Ability to effectively manage multiple projects and work well under tight deadlines.
- Computer skills with proficiency in Microsoft Office.
- Bilingual preferred.

**Characteristics of the Position**

- Travel throughout the nine Bay Area counties.
- Requires evening and weekend activities. These may include, but are not limited to, meetings and workshops.
- Tasks may involve extended periods of time at a keyboard or workstation.
- As of March 2023, we are working in the office two days a week, which will increase to three days a week in September.
- It is Urban Habitat’s policy that all staff be fully vaccinated before hire (there are exceptions for certain medical or religious reasons).

**Compensation**

The salary for this position is between \$68,000 and \$82,000 depending on experience, with full medical, dental and vision benefits with employee premiums paid 100% by Urban Habitat (based on Kaiser rates). We offer a generous vacation and holiday policy, as well as monthly public transportation and personal wellness stipends.

**Application Instructions**

Applications will be reviewed on an on-going basis until the position is filled. Interested candidates should e-mail a cover letter, resume, and three references to [jobs@urbanhabitat.org](mailto:jobs@urbanhabitat.org). Please put “Program Manager of Transportation Justice” in the subject line of your email.

**Equal Opportunity Statement**

Urban Habitat is an equal opportunity employer and does not discriminate on the basis of race, sex, religion, national origin, gender identity or expression, sexual orientation, disability, age, or any other category protected by local, state, or federal laws. We are committed to building a diverse, equitable, and inclusive staff team. We strongly encourage applicants who are people of color, LGBTQ, women, trans and gender non-conforming people, people with disabilities; and/or formerly incarcerated people.