

**Feet First Philly Program Associate**  
**Philadelphia, PA**  
**CLEAN AIR COUNCIL - PHILADELPHIA, PA**

*The Council is an equal opportunity employer and has a strongly held belief in the importance of having a diverse workforce. Clean Air Council strongly encourages people of color, women, LGBT individuals, and those with disabilities to apply.*

**Job Type:** Program Associate

**Schedule Type:** Intern/Work Study/Part Time Hourly

**Application Deadline:** Position available immediately and will be closed when filled.

**Subject Areas:** Environmental, Sustainable Transportation, Pedestrian Advocacy

**Overview:**

Clean Air Council is a 501(c)(3), member-supported environmental health advocacy organization whose mission is to protect everyone's right to breathe clean air.

The Council is headquartered in Philadelphia. For the position of Program Associate, the Council seeks a self-starting individual with vision, initiative and demonstrated commitment to environmental protection and sustainable transportation.

The Program Associate will work with the Council's Transportation Director to promote sustainable transportation practices to the public, specifically in the area of Pedestrian Advocacy. The Program Associate will coordinate the pedestrian advocacy group, Feet First Philly. The Program Associate should be well versed in social media outreach and other types of communication, as well as have a good understanding of transportation policies in Philadelphia. The applicant should have experience navigating organizations to target decision-makers and make contact with them. The ideal applicant will be enthusiastic, personable, and confident.

Feet First Philly is a pedestrian advocacy group sponsored by the Clean Air Council. Our aims are to raise awareness of issues facing pedestrians in the City of Philadelphia, improve the pedestrian environment, protect the rights of pedestrians, and encourage walking as a mode of transportation, as well as for exercise and recreation.

**Qualifications:**

Applicant should have experience working on issue-based outreach campaigns. The applicant should work well in teams and have experience coordinating groups. The applicant should have experience in developing and implementing effective outreach strategies to a wide variety of stakeholders through social media, email, in person outreach at events, and in face to face meetings. Applicant should be an organized self-

starter, and experienced in creating goals, timelines, and work plans for themselves. A demonstrated commitment to the environment and sustainable transportation policies and practices is required.

**Salary:**

Commensurate with experience.

**Duration:**

The Council expects this internship/work study to last at least one year with the potential to extend.

**Job Responsibilities:**

The Program Associate will have the following broad areas of responsibility:

Day to day tasks

- Managing Facebook and Twitter accounts, including researching relevant material to post and promote.
- Managing website and materials relevant to the website, including the Feet First Philly Pedestrian Survey, the website walk calendar, etc.
- Responding to Feet First Philly inquiries.
- Coordinating with the Steering Committee for planning regular meetings.
- Maintaining other lines of communication with Feet First Philly constituency, including action alerts to followers and email list.
- Staying up to date and knowledgeable on pedestrian issues in Philadelphia.

In addition, the following are a list of past, present, and future programs, some of which will be the responsibility of the selected candidate to pursue.

- Making presentations to senior centers and community groups
- Advocacy campaign to change regulations governing sidewalk closures at construction sites
- Organize and promote group walks.
- Vision Zero Alliance and Task Force participation.
- Legislative and plan review.
- Performing walkability assessments with various partners.
- Pedestrian advocacy on the local, neighborhood level.
- Organize crosswalk actions.
- Work with crash victims and their families.

**Application Instructions:** Interested candidates should send a cover letter with resume to [nrogers@cleanair.org](mailto:nrogers@cleanair.org) (please include “Feet First Philly Application” in the e-mail subject line). Applications will be accepted until position is filled. Interviews will begin immediately.