

Organization: Investing in Place

Position: Communications and Research Associate

Reports to: Managing Director

Employment and Classification: “At will” employment status; Full-time salaried position

Applications: Applications are due on Wednesday 5:00pm January 13, 2016. Applications should be sent to jessica@investinginplace.org. Specific details on how to apply are included below.

Interested applicants are encouraged to apply as soon as possible as there will be rolling interviews.

Desired start date: Late January/early February 2016

Location: Shared working space in downtown Los Angeles.

Summary:

Investing in Place, founded in January 2015 as a non-profit project of Community Partners, envisions a Los Angeles region where public policy decisions affecting transportation and land use are data-driven and informed by authentic public engagement. We do this by supporting a constituency for equitable planning and build strategic relationships with agencies and efforts that invest in the built environment in Los Angeles County. Investing in Place is currently seeking a Communications and Research Associate to advocate for safe, affordable, and dignified access for people of all resources and abilities by aligning public investments and policy goals to address issues of social equity, public health and environmental sustainability. For more information about our work, visit www.investinginplace.org.

Job Description: Investing in Place is currently seeking a full-time Communications and Research Associate for our advocacy campaigns regarding prioritizing social equity, public health and environmental benefits in equitable transportation policies and investments in Los Angeles County. Now is a critical time to deepen and expand conversations around mobility and land use as the Los Angeles County Transportation Commission, Metro, begins to update its Long Range Transportation Plan and concurrently consider a potential November 2016 ballot measure.

Investing in Place’s Communications and Research Associate will be a champion for walkable communities with excellent transportation choices that connect people of all incomes and abilities to opportunity. The Associate is also an advocate of increased effective, authentic engagement among diverse stakeholders in Los Angeles County with transportation policymakers.

Los Angeles County has tremendous disparities in wealth, health outcomes, and access to education, jobs, and services. Transportation’s role in perpetuating these disparities is increasingly understood, as are the opportunities to mitigate historical disinvestment with intentional policy to prioritize the needs of low-income communities of color. The goal of our work is to increase funding and improve policies that result in more safe, accessible and equitable transportation choices, especially in lower-income communities of color in Los Angeles County.

Roles and Responsibilities:

This position is responsible for interacting with a range of partners and entities including, but not limited to, Los Angeles County Metro, councils of governments, local cities, elected officials and staff, and community-based organizations across the region. The Communications and Research Associate is responsible for conducting policy research and writing for publications that reframe the debate on transportation policies and investments in Los Angeles County. The Communications and Research Associate will conduct various types of research such as policy scans and literature reviews, legislative monitoring, and interviews. The Associate will also work closely with Investing in Place subcontracted researchers and advisors. The Associate will share findings through updates on our organization website, presentations at Investing in Place convenings, government hearings, council and commission meetings, email updates and other venues.

Roles of the Associate:

Communications (40%):

- Coordinate communications efforts: develop and edit blog posts, ensure bi-monthly email newsletters are produced and of high quality, and contribute content via online media communication tools (i.e., Twitter, Facebook, Instagram).
- Assist Managing Director in hosting monthly conference calls for partners to provide update on activities and offer strategies to advance shared goals and continued coordination throughout the County.

Research and Writing (40%):

- Publish researched and data-supported documents covering transportation and policy investments in Los Angeles County.
- Assist Managing Director in coordinating Investing in Place's technical working group meetings.

Fundraising and Administration (15%):

- Support the Managing Director in fundraising, grant writing, and other administrative and logistical tasks, including coordinating regular convenings with partners and policymakers.

Other Tasks (5%):

- As assigned by the Managing Director.

Qualifications: Applicants must demonstrate a commitment to social justice and livable communities for all ages and abilities. Applicant must have a graduate degree or relevant experience, willingness to work long hours and weekends when necessary, and ability to work independently.

Skills required: superb interpersonal skills; excellent analytical, written and verbal communications skills; and ability to work well in a team in a fast paced, nimble, and comfortable working in a small developing organization that is adapting to change and opportunity as it grows.

Strong preference for transportation policy and planning experience, knowledge of the transportation landscape and communities in Los Angeles County, experience writing researched policy briefs, and fluency in Spanish.

Additional desired qualifications:

- Knowledge of relevant transportation planning and policy challenges and opportunities
- Understanding of local and regional transportation governance processes
- Ability to be a public speaker, comfortable presenting in front of large and diverse groups

- Ability to work independently with minimal supervision

Terms of employment: Investing in Place salary and benefit standards are competitive. The salary is negotiable but is expected to be between \$48,000 and \$62,000, depending on skills and prior experience. Full health benefits; 401K; generous time off; transit pass; and annual salary increases.

Application Process: Interested applicants should submit a cover letter, resume, salary history and two writing samples in one PDF file to: jessica@investinginplace.org. The PDF file shall be named as follows: [LastName]_Associate.pdf. Ensure that the subject line of your email includes the text "Associate Position." Applicants who do not meet the minimum qualifications will not receive a response.