



Administrative and Communications Assistant

Remote, Part-time, 15-20 hours per week

Rate: \$20 - \$25 per hour

Sacramento Metro Advocates for Rail and Transit (SMART), located in Sacramento, California, is a not-for-profit, broad-based coalition of business, labor, transportation, environmental, neighborhood, faith-based, and community leaders founded in 2019 to educate, organize, and advocate for expanded and improved rail and transit services for the Sacramento region. SMART envisions virtually all residents and visitors in the Sacramento region having the option of living, working, and playing within walking distance or a transit stop from everything they need. Valley Vision, a chartered 501(c)(3) nonprofit organization, is the fiscal agent for SMART. To learn more, visit www.sactosmart.org.

ABOUT THE POSITION

Our Administrative and Communications Assistant will strategically deploy our communication tools in a timely fashion, provide communications support to on-the-ground campaigns, and orchestrate small-scale events to strengthen our network and to win support from potential allies.

Key Responsibilities

Under direction of SMART's Chair perform tasks related to:

Admin Support, Web and Social Media Management

- Maintain the SMART website and social media accounts.
- Implement SMART's social media strategy to strengthen Twitter, Facebook, and LinkedIn outreach.
- Curate, edit, and distribute periodic electronic newsletters featuring current mass transportation news, SMART's activities and events, and relevant partners' announcements.
- Support SMART Chair in scheduling and management of Steering Committee and Executive Committee meetings and preparation and distribution of agendas for such meetings
- Manage and host Zoom and in-person meetings.
- Produce written materials, such as informative and attractive fact sheets, flyers, and handouts that promote SMART's advocacy efforts, events, and education campaigns.

Campaign Support

- Assist the SMART coalition to identify key messages and develop communications strategies to communicate them to target audiences.
- Support responses to media inquiries or strategically soliciting earned media. Draft or edit op-eds and letters to the editor.
- Produce written materials, such as informative and attractive fact sheets, flyers, and handouts that promote SMART's advocacy efforts, events, and education campaigns.
- Assist in planning and executing a non-partisan candidate forum for the Sacramento County Supervisor District 5 election focused on local transportation and land use policies.

Desired Skills

- Basic understanding of the fundamentals of climate change drivers, land use and transportation policy, planning and investments.
- Knowledge and/or desire to learn about the interrelationships between transportation, housing, and land use planning and how unjust and inequitable social and economic outcomes are produced.
- Proven ability to build relationships with a diverse set of partners and decision-makers Strong communication skills, including research, writing, editing, and verbal communication.
- Experience drafting impactful written materials, including action alerts, sign-on letters, and other advocacy materials.
- Commitment to building an inclusive movement for greater investment in public mass transportation.
- Positive attitude and sense of humor!

COMPENSATION

This is a part-time, contract position approximately 10-20 hours per week through the end of 2023 with opportunity to extend based on performance and the organization's needs. This position will require occasional evening and weekend hours. No employee benefits are provided. Services will be conducted under a contract between the contracting entity and Valley Vision (fiscal agent for SMART).

TO APPLY

To apply for this position or for any questions please email your resume and cover letter to info@sactosmart.org with "Communications Assistant" in the subject line.