JOB DESCRIPTION

Strong Towns, a nationally recognized non-profit organization, is seeking a full-time Action Team Coordinator to help coordinate the schedules and workflow of our Action Team, coordinate tasks for Action Team projects across the entire organization, and work with local Strong Towns advocates and partners to coordinate the Action Team’s on-the-ground activities. This position will focus particularly on new programs like our Community Action Lab and Crash Analysis Studio, as well as our Local Conversations initiative.

The mission of Strong Towns is to replace America’s post-war pattern of development, the Suburban Experiment, with a pattern of development that is financially strong and resilient. We believe that change will happen when there is widespread awareness of the problem, and broad, bottom-up action led by local communities and individuals across the nation.

Our goals are wildly ambitious, but we’ve made meaningful progress:

- Our influential media site reached over 2 million people in 2021 and is shaping the national conversation on growth, development, and the future of cities.
- We have over 3,300 members worldwide, including at least one in each U.S. state.
- Each day, we witness Strong Towns members step up and do extraordinary things in their places to make them more prosperous.

The role of the Strong Towns Action Team is to bring the Strong Towns message into action at the local level. The Action Team provides support to the Strong Towns membership and others working to make their places stronger. As the name implies, these are the doers that are leading bottom-up change across North America.

The Community Action Lab is a new initiative that works closely with 5 communities across North America to bring Strong Towns ideas to a region and shift the conversation about growth, development, and public investment. The program will train and coach an Action Team to kickstart adoption of the Strong Towns approach.

The Crash Analysis Studio creates an alternative framework for analyzing car crashes and determining their true cause, one that runs counter to media and policy narratives common today which blame driver error. This studio will source traumatic collisions from motivated citizens, and then bring together a panel of qualified individuals for a video discussion of the crash, what caused it, and what modifications could be made to the street’s design so that future crashes don’t happen.

We need someone to help these programs come to life. This could be you if:

- You’re one of the most organized people you know. If a colleague mentions a task they need help on, you’re already writing it in your to-do list before they’ve even finished talking.
● Your calendar is a well-oiled machine. You feel comfortable managing schedules and helping keep others on task.
● You don’t need to be in the spotlight all the time; you actually prefer working behind the scenes to help everything run smoothly.
● You’re a patient communicator who’s adept at listening to and collaborating with different sorts of people.
● You’re motivated to be part of a nonpartisan nonprofit that works across political, social, and cultural differences to help people make their cities and towns more economically resilient.

This is a remote position open to anyone in the U.S. Our team collaborates digitally from locations around the country, and we get together 2–4 times per year for in-person staff retreats. We have content deadlines and occasional event-driven demands, but generally keep a flexible schedule. We are an equal opportunity, family-friendly organization. Our work is rewarding, and our organization is making a difference.

DUTIES
The Action Team Coordinator will work closely with the Director of Community Action (who will be your supervisor). Duties include, but are not limited to:

● Working with Strong Towns staff and representatives from partner organizations to plan and schedule regular meetings, trainings, and workshops.
● Learning about each Community Action Lab region’s unique challenges, listening to their concerns, and helping tailor trainings, workshops, and communications accordingly.
● Sourcing photographers, videographers, local leaders, and other constituents who will participate in our Crash Analysis Studio and getting them set up to work with Strong Towns.
● Using online systems to stay organized and help your colleagues stay organized.

COMPENSATION
This is a full-time position that pays up to $45,000 annually, depending on qualifications. In addition, Strong Towns provides a 401(k) retirement plan, a flexible QSEHRA healthcare plan, and a communications stipend, as well as paid family leave.

TO APPLY
If you are interested in this position, please visit https://www.strongtowns.org/employment-action-coordinator to start the application process. We are looking to fill this position by November 21.