



Complete Streets Coordinator

JOB DESCRIPTION

The Complete Streets Coordinator is responsible for managing the regional development, adoption, implementation, and evaluation of best practice “Complete Streets” policies in municipalities and Metropolitan Planning Organizations within the northern half of Georgia. This position will operate from a home office and requires access to a reliable internet connection. Moderate to frequent travel required.

Primary Duties

- Collaborate with the Georgia Bikes Executive Director on campaign strategic planning, administration, and evaluation.
- Assist and lead a diverse array of local advocacy organizations, citizen committees, community leaders and other stakeholders in advocating for safe, accessible Complete Streets, especially in underserved neighborhoods.
- Develop and coordinate local advocacy campaigns, presentations, public input sessions, surveys and related activities that will build support for adoption and implementation of best practices Complete Streets policies.
- Serve as an expert on bicycle and pedestrian safety topics.
- Serve as primary media contact for information on the needs for, and benefits of, strong Complete Streets policies.
- Cultivate and maintain productive relationships with policy makers.
- Increase the visibility of Georgia Bikes and Complete Streets issues through consistent media outreach.

Professional Skill Development

The Complete Streets Coordinator shall stay informed of best practices in the development, adoption, implementation, and evaluation of Complete Streets policies by participating in approved professional workshops, seminars and independent study.

Administration

- The Complete Streets Coordinator reports to the Executive Director.
- In coordination with the Executive Director, the Complete Streets Coordinator is responsible for the implementation of all programs within the parameters of the program budget and within the geographic scope of the position.
- All travel must be approved by the Executive Director and shall be reimbursed within 45 days of the Coordinator’s submission of a Georgia Bikes Travel Form, documentation, and receipts.
- Office supply and other operation expenses must be approved by the Executive Director.

Deliverables

- Bi-weekly written report documenting local advocacy campaigns, presentations, public input sessions, surveys and related activities that will build support for adoption and implementation of best practices Complete Streets policies. Report shall include links to media coverage, publicity for



events, and examples of PR and educational materials.

- Quarterly written and in-person status reports with Executive Director to gauge progress toward development, adoption, implementation, and evaluation of best practice “Complete Streets” policies in municipalities and Metropolitan Planning Organizations.
- Timely entry of contact information and relevant activities and notes into Georgia Bikes CRM.

Compensation

This position is grant funded through October 31, 2016 with continuation dependent on fund availability. Salary is \$32,000 for the grant period, paid monthly. We also provide a health insurance stipend of \$4,800. Vacation and sick leave consistent with nonprofit/public sector norms. Travel costs reimbursable per grant guidelines.

Required Qualifications

- Proficient in use of office productivity software, e.g. Microsoft Office, Google Calendar and Drive, Dropbox, Adobe Acrobat, social media applications, email
- Personal commitment to active transportation access, safety, and equity
- Familiarity with safe bicycling behaviors and common bicycle facilities
- High level of motivation and self-direction, ability to set goals and prioritize competing tasks
- Attention to detail and accurate record keeping
- Excellent written and verbal communication skills; Confident public speaker
- Bachelor’s degree from an accredited institution or equivalent professional experience
- Willingness and ability to travel

Preferred Qualifications

- Background in active transportation advocacy and/or experience and expertise in transportation issues, land use, urban planning, community organizing or public administration
- Familiarity with website administration and CRM software, in particular Joomla and CiviCRM
- Able to manage Facebook page and Twitter account with relevant, professional, and engaging content

To apply:

Submit a cover letter, resume, and three professional references via email to info@georgiabikes.org by 5 pm EST, Monday, November 30, 2015.