



EDUCATIONAL PROGRAMS MANAGER

JOB DESCRIPTION

The Educational Programs Manager is primarily responsible for directing Georgia Bikes' bicycle safety educational programs. This includes managing the Governor's Office of Highway Safety grant, with an emphasis on coordination of law enforcement training, bike safety media buys and earned media, distribution of bicycle safety materials, and assisting the Georgia Bikes Executive Director with activities that support the growth and development of local bicycle safety organizations in Georgia.

Duties and Responsibilities

Management of GOHS Grant

- Serve as Project Director for GOHS Grant.
- Maintain detailed electronic records of correspondence, expenses, and activities related to the GOHS Grant.
- Submit timely, accurate and comprehensive monthly Activity Reports and Claims for grant reimbursement in web-based grant reporting system (eGOHS).
- Communicate regularly and effectively with Georgia Bikes Executive Director and GOHS staff regarding goals, objectives, activities, and milestones of the grant.
- Meet with GOHS staff in Atlanta as needed to review grant progress, terms and conditions.

Management of Educational Programs

- Lead development and implementation of a statewide Bike Safety Education program, to include both adult and child-appropriate curriculum.
- Conduct five workshops for traffic officers in targeted cities as identified by the Executive Director and safety data.
- Print and distribute 20,000 bicycle safety pocket guides to local government agencies, law enforcement agencies, bicycle safety/advocacy groups, local civic organizations, etc. across the state.
- For May 2016 (National Bike Month, coordinate with local safety organizations in Athens, Atlanta, Augusta, Columbus, and Savannah to create and publish bicycle safety messages in appropriate media outlets, including newspapers, bus wraps, digital content, etc.

Supporting Local Bike Safety Organizations

- Assist local bike safety organizations in the development and execution of bicycle safety strategic plans.



Professional Skill Development

- Stay informed of current issues in bicycle safety by participating in appropriate and relevant professional workshops, webinars and independent study pertaining to bicycle safety issues.
- If not currently a League Cycling Instructor, obtain certification.

Reporting and Evaluation

- The Educational Programs Manager reports directly to the Executive Director. Written reports of activities and timesheets shall be submitted to Executive Director by 10th of every month.

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 safe bicycling and to education of others on safe cycling behaviors
- Familiarity with 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 as needed

Preferred Qualifications

- Background in active transportation advocacy, community programs, and/or education
- Experience working with law enforcement
- Designation as a League Cycling Instructor (LCI)
- 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

Compensation and Benefits

This position is grant funded through September 30, 2016. \$41,250 annual gross salary, paid monthly. Continuation of position dependent on availability of funds. No health insurance or retirement benefits are available at this time. Vacation and sick leave consistent with nonprofit/public sector norms. Travel costs reimbursable per grant guidelines.

To Apply: Submit a one-page cover letter and resume/CV to the Georgia Bikes Executive Director via email to info@georgiabikes.org. Both documents should be in .pdf format. The cover letter should explain your interest in the position, a summary of your qualifications, and a brief description of your ideas for ensuring successful bicycle safety educational programs. Applications are due by 5 pm EST, November 30, 2015.