



## **Position Description: Program Coordinator**

Updated: May 6, 2019

The Napa County Bicycle Coalition (NCBC) works to make riding a bike anywhere in Napa County safe, convenient, and accessible for riders of all ages and abilities. Since 2008, we have worked with public agencies, elected officials, local businesses, and bicycle riders to align our transportation infrastructure with the needs of cyclists and other active transportation users.

NCBC is seeking an energetic, highly organized individual passionate about riding bikes for transportation and recreation to serve as Program Coordinator for our bike safety and advocacy efforts. This position will be responsible for conducting work under the Napa County Safe Routes to Schools (SRTS) program, including but not limited to school site evaluations, outreach to and coordination with SRTS stakeholders, on-bike safety education, and management of project data and reporting. Additional activities will include support of policy advocacy, special events, volunteer recruitment and scheduling, and other tasks in support of the NCBC mission.

**Status:** Full-time, non-exempt position averaging 36 hours per week.

Please note: This position requires some evening and weekend work, up to 2 days per week during the Spring season. Significant aspects of this position will be conducted outside, both on foot and on a bike. Successful candidates must own a bicycle, and be comfortable riding a bike in both a commuter and recreational setting. Must be able to lift 60 pounds, and stand/walk/ride for extended periods.

**Reports to:** Executive Director

### **Primary Responsibilities:**

- Lead Walk Audit program under Safe Routes to School (SRTS) program, including analysis of current safety infrastructure and risk factors for children walking and biking to school, coordination with community stakeholders, and report writing
- Collaborate with Napa County Office of Education (NCOE) and Napa Valley Transportation Authority (NVTA) on other aspects of SRTS program
- Lead planning and execution of safety and encouragement programs, including Bike to Work & School Day, Family Biking Workshops, and Kidical Mass rides.
- Organize and maintain supplies and equipment for valet bike parking, family biking workshops, and other programs
- Promote and secure new opportunities for valet bike parking throughout Napa County
- Coordinate and schedule volunteers for various events and activities
- Accurately collect, enter and manage data for use in reports, memos, and other communications
- Effectively communicate the mission and priorities of NCBC to the general public, volunteers, community stakeholders, and partners
- At all times, represent NCBC in a professional, engaging manner

**Qualifications:**

- Passionate about bicycle advocacy and bike safety education, and the mission of the Napa County Bicycle Coalition
- Excellent verbal, written, and interpersonal communication skills
- Highly organized, able to effectively manage and prioritize time while working on multiple projects
- Commitment to honesty and professionalism in all interactions
- Experience working with and/or supervising volunteers
- Comfortable working in both an office environment and outdoors
- Must own a bicycle, be comfortable riding with traffic, and able to secure League of American Bicyclists LCI certification
- Ability to work evenings and weekends
- Ability to lift up to 60 pounds, and work outside on foot or on a bike for extended periods

**Compensation:** \$17-26 per hour, depending on experience. NCBC employees working over 30 hours per week enjoy competitive benefits, including holiday, sick, and vacation leave, employer healthcare contributions, and a voluntary deferred compensation program.

**Application Process:** To apply, please email your resume, cover letter, a writing sample of no less than 2 pages, and three professional references as a single PDF to: [jobs@napabike.org](mailto:jobs@napabike.org). Please use "Program Coordinator - [YOUR LAST NAME]" as the subject line of the email and title of the attachment.

This position will be open until filled.

*The Napa County Bicycle Coalition is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, disability, sex, or age.*