



## Job Description: **Program Coordinator & Bike Coach**

**FLSA Status:** Non-Exempt. **Hours:** Averages 37.5 hours per week (Full-Time)

**Compensation:** Starts at \$26 – \$29 per hour, DOE. **Reports to:** Executive Director

**Start Date:** immediate opening. **Position open until filled.**

### **About the Napa County Bicycle Coalition**

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 residents to align our transportation infrastructure with the needs of cyclists and other active transportation users.

---

### **About the Position**

NCBC is looking for an energetic, bilingual (English/Spanish), highly organized individual who wants to make a real difference in our community! As our Program Coordinator & Bike Coach, you'll bring personalized education, hands-on coaching, and community outreach to residents of all ages and skill levels, helping them discover the joy and freedom of bicycling as an alternative to driving, with a special focus on e-biking. This is an exciting opportunity to be part of a multi-year pilot initiative at the forefront of clean transportation in Napa Valley. You'll play a meaningful role in shaping safer streets, reducing traffic collisions, and inspiring lasting change — helping build a greener, healthier Napa Valley for everyone.

---

### **Essential Duties and Responsibilities**

#### ***One-on-One Coaching & Support:***

- Conduct Bike Coaching Needs Assessments to identify individual barriers (educational, emotional, physical, financial, etc.), and then co-create and complete personalized Ride Plans with clients.
- Offer individualized and group support, including, but not limited to: sizing and fitting bikes and helmets, helping clients purchase affordable bikes and gear, guiding access to financial support programs, route planning (including bike/transit integration), leading confidence-building pilot rides, teaching commuting, safety, family biking, and fix-a-flat workshops.

#### ***Bicycle, Pedestrian & Traffic Safety Education & Outreach:***

- Organize, develop, facilitate and support workshops, meetings, initiatives and events to increase active transportation safety, reduce collisions, and prioritize clean transportation needs.
- Create and lead targeted outreach and educational events in-person and online on e-bikes, shifting modes of transportation, traffic safety, and related topics.

#### ***Program Development & Evaluation:***

- Develop communications, presentations, and marketing materials.
- Develop program evaluation tools and collect, store, and interpret data.
- Work with the Executive Director to develop logic models, including outputs, outcomes, and service dosage, and report on all program components.

***Partnership Development & Other:***

- Build relationships with community groups, schools, and other institutions.
  - Contribute to ongoing program development and funding efforts.
  - Other duties as assigned.
- 

**Qualifications**

***Required***

- Strong communication skills.
- Skilled at driving adoption and buy-in.
- Comfort leading outdoor activities and interacting with diverse populations.
- Ability to ride a bicycle confidently in rural, urban or suburban settings.
- Project management and tech literacy.
- Ability to proactively track and execute on multiple deadlines simultaneously.
- This position is contingent upon a background check and obtaining League Cycling Instructor certification, paid for by NCBC, within six months of start date.

***Preferred***

- Bilingual in English and Spanish strongly preferred.
  - Experience with community engagement, public workshops, or group facilitation.
  - Familiarity with e-bikes, Napa County's streets and roads, and traffic safety strategies.
  - A bachelor's degree.
- 

**Work Schedule, Physical Requirements, and Working Conditions**

- Full-time (37.5 hours/week), flexible schedule. This position requires some evening and weekend work, up to 2 days per week during the spring and summer.
  - Work from home when not in the field. Successful candidates must live in Napa County and own a car and a smart phone.
  - Significant aspects of this position will be conducted outside, both on foot and on a bike, in varied weather and traffic conditions.
  - Must be able to lift 50 pounds, and stand/walk/ride for extended periods.
  - Frequent local travel within Napa County; mileage reimbursement available.
- 

**Compensation and Benefits**

- Hourly pay: \$26 – \$29, depending on experience.

- Employer-sponsored training and certification.
  - NCBC employees working 20 hours per week or more enjoy competitive benefits, including medical and dental coverage. Other benefits include holiday, sick, and vacation leave; retirement and bike maintenance contributions; a work-from-home stipend; and mileage reimbursement.
- 

### **Application Process**

Don't check off every box in the requirements listed above? Please apply anyway! If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

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: [info@napabike.org](mailto:info@napabike.org). Please use "Bike Commute Coach - [YOUR LAST NAME]" as the subject line of the email and title of the attachment.

### **Commitment to Equity**

The Napa County Bicycle Coalition is an equal opportunity employer. We are committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, national origin, marital status, political affiliation, sexual orientation, gender identity, disability, sex, or age.