



Safe Routes to School National Partnership Program Manager *Job Description*

Position: Program Manager

Program: Safe Routes to School National Partnership

Institution: Bikes Belong Foundation

Classification: Full-time salaried position

Location: Your home office anywhere in the USA

Applications: Applications are being accepted on a rolling basis, considered on a first come first serve basis, and should be sent to margo@saferoutespartnership.org

Start Date: No later than April 1, 2010

Summary: The non-profit Bikes Belong Foundation is looking for an energetic and dynamic professional with at least three years proven success in Safe Routes to School program planning and/or implementation to work with the Safe Routes to School National Partnership as a Program Manager. The Program Manager will provide technical assistance and support to local communities looking to implement Safe Routes to School (SRTS) programs, and produce resource guides, case studies and materials that support SRTS implementation across the country.

Background: Safe Routes to School is a federal program designed to make it safe, easy and convenient for children in grades K-8 to walk and bicycle to schools. Due to federal legislation adopted in 2005, State Departments of Transportation (in all 50 states and the District of Columbia) have funding to make SRTS programs available to local communities. This funding is helping local communities build infrastructure and run programs that increase children's physical activity levels, decrease traffic congestion, and improve air quality and neighborhood safety. The [Safe Routes to School National Partnership](#) is hosted by the non-profit Bikes Belong Foundation, and is a network of more than 400 organizations. Its mission is to serve a diverse national community of organizations that advocates for and promotes the practice of safe bicycling and walking to and from schools throughout the United States. The Program Manager position will help ensure that local communities have necessary support to successfully implement SRTS.

Key Responsibilities: The position of Program Manager is initially funded for one year, and can be extended as funding permits. The Program Manager will report to Robert Ping, State Network Director. Key responsibilities for the Program Manager include:

- Manage five local Technical Service Providers that are implementing SRTS programming at local low-income schools in California, District of Columbia, Georgia, Maryland, and Virginia, and ensure that they:
 - Actively work with their assigned school to develop partners, collect evaluation data, produce and implement an action plan, and apply for SRTS funding.
 - Facilitate a local School Team that plans SRTS activities for the school, and develop or participate in a regional Task Force.
 - Involve youth in planning and leading the program.
 - Receive the support and technical assistance necessary to succeed.
 - Participate in a monthly conference call to share successes and challenges.
 - Produce monthly updates and submit content for annual reports.

- Create new technical assistance resources or tip sheets each month on different aspects of SRTS planning and implementation that will be published on our website and in our e-newsletter. This includes:
 - Determining information gaps or policy barriers in the field and developing a calendar with topics for the monthly tips or resources.
 - Researching and writing the resource, highlighting local programs and policies, and working with the Communications Manager to post it on the Partnership website and include in the Partnership's national e-newsletter each month.
- Lead or assist in the development of grant-funded reports and products that will advance SRTS knowledge, including:
 - The development of an inventory of existing bicycle and pedestrian and SRTS curricula for grades K-12, along with an overview to help P.E. teachers and practitioners select the best curricula for their needs, research on the benefits of teaching bicycle and pedestrian safety skills, and profiles of local communities implementing curricula.
 - As requested, help Partnership staff identify local communities and programs that can be featured in reports and other products, and write content for these.
- Serve as a national expert resource on SRTS implementation, including:
 - Developing and giving presentations on SRTS implementation topics at relevant conferences and webinars.
 - Developing and delivering technical assistance content to Robert Wood Johnson Foundation grantees that need support implementing SRTS in order to help reverse the childhood obesity epidemic by 2015.
 - Being certified to deliver the [Safe Routes to School National Course](#) and identifying opportunities to deliver the course, which will help generate additional funds to support the Program Manager position in the future.
 - Providing technical assistance via email and telephone to local communities seeking help on issues with wide-ranging consequences, such as overturning 'no bicycling to school' policies, and respond to questions from the field on SRTS implementation.
 - Working with the Partnership staff to identify and secure opportunities for providing more in-depth technical assistance.
- Create and manage a committee for young people to share their thoughts on SRTS implementation, communication, and how to best engage youth leadership.
- Actively work to raise funding to continue your position through providing SRTS trainings and securing additional contract work to assist communities in advancing SRTS programs and policies.
- Develop an electronic library or database system for capturing and categorizing information available on SRTS that can be useful for technical assistance, including:
 - Indexing research, reports, data, policies, laws, best practices and case studies.
 - Connecting with local SRTS advocates to identify promising local SRTS initiatives and spokespersons, categorizing them by program model, demographics, best practices, and expertise that can be used for future reports and presentations.
- Produce resources for our website that can assist local SRTS practitioners, such as:
 - One-pagers that local SRTS advocates can use to promote the benefits of SRTS for physical activity, safety, air quality, cost savings, traffic congestion and more.
 - Case studies and local examples in each state.

- Work with the Communications Manager to develop comprehensive marketing and communication strategies for new products and materials, and to update the Partnership website structure to best feature technical assistance resources.
- Participate in other tasks and meetings as assigned by the State Network Director.
- Attend regular staff meetings via telephone, and work as a team player.

Qualifications:

- Bachelor's degree required.
- Minimum of three years proven success in implementing and overseeing local SRTS implementation.
- Experience and skill in public speaking and presentations.
- Strong background in writing and developing technical assistance materials.
- Self motivated, creative, detail-oriented and energetic.
- Ability to work from home, and to work independently with minimal supervision.
- Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
- Advanced level of proficiency and previous experience in a variety of computer software applications, especially web browsers, MS Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Must be available for travel throughout the United States (varies; up to once a month depending on future training contracts)
- Preference for candidates with:
 - Familiarity with SRTS implementation in low-income communities
 - Spanish-language fluency
 - Certification in the Safe Routes to School National Course
 - Teaching experience

Annual Salary: The position offers a starting annual salary in the range of \$40,000 to \$60,000/year (depending on experience) plus health insurance benefits, paid time off, and optional participation in a retirement plan. A computer, telephone and internet access will be provided. All Safe Routes to School National Partnership personnel are employees of the Bikes Belong Foundation and work from home offices.

To Apply:

Interested applicants should submit a cover letter, resume, and three writing samples in one PDF file to: Margo Pedroso, Deputy Director, SRTS National Partnership, at margo@saferoutespartnership.org. Receipt of applications will be acknowledged with an email reply. Telephone inquiries are not accepted. The position will be open until filled, and interviews will take place on a rolling basis.

Visit www.saferoutespartnership.org for more information about the Safe Routes to School National Partnership. Bikes Belong Foundation is an equal opportunity employer.