



Southern California Policy Manager
Safe Routes to School National Partnership
Job Description

Reports to: Regional Network Manager
Supervises: None
FLSA Status: Full-time, exempt employee
Position Type: At will
Salary Tier: Field Staff

Summary: The Southern California policy manager maintains the regional network in Southern California (including the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino, Ventura and San Diego). The goal is to increase funding and improve policies that result in more infrastructure and programs to support safe walking and bicycling for children and families, especially in lower-income communities. This position is responsible for interacting with the metropolitan planning organizations (MPOs) including the Southern California Association of Governments (SCAG) and the San Diego Association of Governments (SANDAG) as well as with the six County Transportation Commissions (CTCs) within the SCAG region. This position will be primarily focused on policy work in San Bernardino, Riverside and Orange Counties. The ideal applicant will be based locally and be willing to travel between these regions. The regional policy manager will also provide Safe Routes to School program and policy technical assistance, as requested.

Key responsibilities:

Network Development

- Build upon the synergy created since 2010 to maintain and grow the regional network and collaborate and coordinate with existing organizations and coalitions, including key partners such as public health departments, school districts, community based organizations, transportation agencies and more. Ensure representation and participation from all seven Southern California counties.
- Organize and convene periodic regional network meetings and regular county coalition meetings, including the development of agendas and meeting notes.
- Work with targeted Southern California County Transportation Commissions (OCTA, RCTC, SANBAG) to advance funding and policies and provide best practice resources to these county organizations on the implementation of Safe Routes to School and bicycle/pedestrian policies at the local level. Monitor activities and assist as capacity allows in the other County Transportation Commissions (VCTC, ICTC, SANDAG and Metro).

- Reach out to diverse interest organizations and individuals to raise the visibility of Safe Routes to School beyond the traditional supporters to include public health, housing, equity, business, education, youth, and environmental advocates.
- Be a coalition builder at the regional and county levels. This could include facilitating meetings and opportunities among County Health Departments and County Transportation Commissions, and other stakeholders.
- Develop champions and strong peer relationships throughout the region that will assist and work with the state policy manager in moving policy change forward.
- Identify and document best practices in each of the seven counties regarding: funding, equity, programmatic success and more. Work to foster and highlight successes and challenges from the seven Southern California counties and ensure those stories are being shared with policy makers, local stakeholders and national partners as appropriate.

Policy Research and Advancement

- Deepen knowledge of California laws on transportation, such as AB 1358 (Complete Streets), SB 375 (Climate Change) and others, which have a direct or indirect impact on children walking or bicycling to school and work to implement these laws to benefit built environment infrastructure that improves physical activity.
- Work to enhance and improve regional policies to improve the built environment to support physical activity through walking and bicycling including Safe Routes to School programming and technical assistance, Complete Streets, data collection, modeling and training opportunities for transportation officials.
- Develop policies and strategies to advance transportation equity issues.
- Understand transportation financing at the CTC, MPO and state levels, and prioritize timely implementation of Safe Routes to School-funded projects throughout the region, as well as the importance of using bicycle/pedestrian modeling as a tool for advocacy.
- Draw connections to transportation policy from land use, health, environment, education, economic development, etc. to educate decision makers.
- Access appropriate data sets, and analyze them for potential impact on bicycle and pedestrian policies and investment and then disseminate this data with the network, advocates and policy makers via public comment, coalition letters, blogs and white papers. The regional manager must be able to not only analyze data but also effectively and efficiently get the findings out into the larger transportation and health conversations.

Technical Assistance

- Provide technical assistance to low-income school communities, including local Safe Routes to School programs, policy and funding.

- Integrate with Fire Up Your Feet programming in schools throughout the region.
- Inform and educate the general public about the Safe Routes to School program via social media, listserv, webinars, conferences, etc.
- Provide information as requested by local schools and share best practices and lessons learned.

Team Work

- Coordinate and collaborate with various National Partnership departments to complete assigned projects and resources that are relevant to our partners, funders, the media and the Safe Routes to School and healthy community design movements.
- Attend regular staff meetings via telephone, attend in-person staff retreats and conferences as requested, and work as a team player to fulfill the mission and goals of the National Partnership.
- Regular reporting of activities and assist with additional activities, special projects, fundraising when appropriate.

Qualifications/Requirements:

Bachelor's degree, at a minimum; master's degree in related field preferred; a minimum of 2 years of experience in policy, campaign and advocacy work; knowledge of Safe Routes to School and active transportation, transportation finance, public policy, equity, and/or public health initiatives; strong coalition building skills; excellent written and verbal communication skills and interest in using social mediums such as blog posts and email alerts to support outreach and communication efforts with partners; strong problem solving skills; project management experience; self-starter; ability to travel; detail-oriented; highly collaborative; proficient with PCs and with MS Office software; and fundraising experience a plus.

Physical Requirements:

This is largely a sedentary position that requires the ability to speak, hear, see and lift small objects up to 10 lbs. Travel within the region is required as part of the day-to-day advocacy associated with this job. Travel within and outside the state is also required to attend conferences and retreats.