



Southern States Coordinator

Safe Routes to School National Partnership

Job Description

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| Reports to: | State Network Manager |
| Supervises: | N/A |
| FLSA Status: | Full-time, exempt employee; "at will" employment status. Grant-funded, currently through December 2014. |
| Salary Tier: | Field staff |

Summary: The southern states coordinator plays a critical role supporting the successful execution of the [Safe Routes to School state network project](#), in partnership with the state network manager and state advocacy organizers. The primary goal of the southern state coordinator is to maximize the effectiveness of the state network project in four southern states (Florida, Mississippi, North Carolina and Tennessee) in collaboration with field staff already located in those states. In addition to supporting the policy work in four states, the southern states coordinator will facilitate opportunities for multi-state collaboration leading to regional policy victories, increasing the profile of the National Partnership in southern states and cultivating new funding partners.

Key Responsibilities:

State Network Team Policy Work and Support

- Provide policy area expertise, strategy and insight in four southern states on active transportation funding, Complete Streets policies and shared use policies and provide input on strategies in other southern states should opportunities arise.
- Team with state advocacy organizers and the state network manager to increase effectiveness of the National Partnership in southern states, identify opportunities for cross-state collaboration and achieve grant objectives.
- Augment capacity in four Southern states and provide additional support and resources to advance policy change with state advocacy organizers as needed.
- Participate in phone and/or webinar forums on Safe Routes to School and related topics.
- Assist in coordinating policy efforts and collaborations with Robert Wood Johnson Foundation-funded programs and with other partners, as needed or directed.
- Stay informed on current Safe Routes to School, street-scale improvement and shared use agreement related research and best practices in the field.

Communications and Partnerships

- Support the state advocacy organizers in partner outreach and coalition building for the state network project and the National Partnership.
- Identify and develop media opportunities for the work of the National Partnership in key Southern states.
- Assist in design and execution of communications campaigns in support of policy goals.
- Assist in developing narratives that showcase successful policy campaigns.
- Contribute to the development and editing of written materials (e.g., reports, fact sheets, publications, resources, etc.).

- Produce blog posts and contribute to Safe Routes to School E-news, reports and other key National Partnership publications.

Development

- Assist in the development and implementation of fundraising activities in key states.
- Research potential funding partners (individuals, corporate and foundation.)
- Identify and support multi-state grant proposals and partner cultivation.

Team Work

- Coordinate and collaborate with various National Partnership departments to complete assigned projects and resources that are relevant to our partners, funders and the Safe Routes to School and shared use fields.
- Attend regular staff meetings via telephone; attend in-person staff retreats or meetings, as requested (travel required); and work as a team player to fulfill the missions and goals of the National Partnership.
- Assist with additional activities, special projects and other duties as assigned to support the National Partnership.

Qualifications/Requirements:

Required qualifications for the southern state coordinator position include: a bachelor's degree or equivalent experience; proven experience in policy, campaign and advocacy work; knowledge of Safe Routes to School, active transportation, shared use agreements and/or health initiatives related to reversing childhood obesity preferred; strong coalition building skills; excellent written and verbal communication skills; strong problem solving skills; project management experience; ability to travel; self-starter; 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. Requires the ability to travel locally and/or nationally. Travel throughout the country, particularly southern states, is required to attend conferences, work with colleagues and attend retreats that include overnight stays. Reasonable advance notice of extended travel will be provided when travel opportunities and planning are coordinated with your supervisor.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.