



## **Coalitions & Equity Manager**

### **Safe Routes to School National Partnership**

#### ***Job Description***

**Reports to:** Program and Policy Director  
**Supervises:** None  
**FLSA Status:** Full-time, exempt employee  
**Position Type:** At-Will; currently funded by grant through September 2017  
**Salary Tier:** Senior Programmatic Staff

**Summary:** The Coalitions & Equity Manager is responsible for advancing health and equity in active transportation campaigns and initiatives on a national level, as well as for engaging equity partners that are dedicated to creating healthy, accessible, and safe communities across the nation. As part of this role, the Coalitions & Equity Manager will provide technical assistance to Safe Routes to School, complete streets, and other active transportation related initiatives and public policy campaigns at state and local levels. Bringing an equity lens to all work, the position will work with local and state leaders to identify, develop, and collaborate on campaigns and initiatives. This position also leads the National Partnership's National Active Transportation Diversity Task Force, engages in other coalition work, and advances equity and active transportation through presentations, publications, and relationships. In addition, this position will develop written resources, run webinars and trainings, and engage in other technical assistance efforts for the organization. While the Safe Routes to School National Partnership embeds equity in all of its work, this position will also play a critical role in institutionalizing the National Partnership's commitment to equity, diversity, and inclusion.

#### **Key Responsibilities:**

##### ***Campaign Strategy & Partner Relationships***

- Identify, develop, and assist state, regional, and local campaigns to advance public policy and adoption of complete streets and Safe Routes to School policies, federal transportation funds, bicycle and pedestrian transportation planning, and other active transportation improvements to increase physical activity in underserved communities.
- Collaborate with National Partnership staff and partner staff on strategic policy campaigns at state, regional, and local levels.
- Manage and facilitate National Active Transportation Diversity Task Force to advance equity in active transportation advocacy and to further strategies to improve street-scale environments in low-income communities and communities of color.
- Participate in recruiting and nurturing relationships with equity organizations, national nonprofits, community groups, and local and regional players.

##### ***Technical Assistance Provision and Coordination; Resource Development***

- Provide technical assistance, coaching, and advice in areas of substantive expertise.

- Work with local, regional, and state campaigns and initiatives to understand strategy, advance equity goals, and achieve policy successes related to active communities.
- Assist with other National Partnership projects to provide technical assistance to the field and share substantive expertise on relevant projects.
- Produce and edit reports, fact sheets, and other resources and publications.
- Keep up to date on Safe Routes to School, complete streets, active transportation, health equity, and related research and best practices in the field; contribute to website library of resources.

### *Communications*

- Engage in outreach and presentations at conferences, events, and on webinars and calls.
- Collaborate with communications staff to produce and distribute materials.
- Produce action alerts, blog posts, and newsletter articles and other regular relevant content for website and social media channels such as Facebook and Twitter.
- Identify and submit Safe Routes to School and active transportation-related successes and case studies for inclusion in the National Partnership story bank.

### *Team Work*

- Play lead role in advancing and institutionalizing National Partnership's commitment to equity, diversity, and inclusion.
- Manage and oversee multiple concurrent projects; develop work plans and schedules; coordinate staff and partner organizations; track and report progress.
- 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 active transportation fields.
- Attend regular staff meetings via telephone, attend in-person staff retreats or meetings on infrequent basis, and work as a team player to fulfill the missions and goals of the National Partnership.
- Be available to assist with consulting, fundraising, special projects, and other duties as assigned to support the National Partnership.

### **Qualifications/Requirements:**

Bachelor's degree or equivalent experience; strong track record of work advancing health equity or equity public policy work; knowledge of Safe Routes to School, active transportation, and/or health initiatives around healthy children and communities; project management experience; experience in policy, campaign, and advocacy work; strong coalition building skills; excellent written and verbal communication skills; strong problem solving skills; ability to travel; highly detail-oriented; self-starter; highly collaborative; proficient with PCs and MS Office software.

### **Physical Requirements:**

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. Regular travel nationwide is required to attend trainings, conferences, and

retreats that include overnight stays. Reasonable advance notice of extended travel will be provided.

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*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.*

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_