



Healthy Parks and Places Manager Safe Routes Partnership

Job Description

Reports to:	Healthy Communities Senior Manager
Supervises:	None
FLSA Status:	Full-time, exempt employee
Position Type:	At-Will. This is a two-year, grant funded position with possibility for continuation if funding permits.
Salary Tier:	\$60,000-\$70,000
Location:	Open; your home office

Summary: The Healthy Parks and Places Manager is an experienced champion for equity and is responsible for advancing the Safe Routes to Parks Activating Communities program at the local and national level through technical assistance, resource development, program management, outreach, and communications. In addition to helping to grow the emerging area of Safe Routes to Parks, the Healthy Parks and Places Manager will coordinate with other members of the Program and Policy team address questions and needs from the field, developing content-specific publications and resources to support communities to work toward Safe Routes to Parks, advancing concrete equity commitments in the field of active transportation, developing publications, webinars, and other resources, and contributing to communication efforts.

Key Responsibilities:

Community Engagement

- Build relationships with grantee organizations and assist them to authentically engage with local community residents and stakeholders in order to support planning processes and early implementation actions for increasing safe and equitable access to parks.
- Build and sustain partnerships with diverse and non-traditional, local and national organizations to share resources and best practices and increase demand for healthy, accessible, and safe communities.
- Participate in recruiting and nurturing relationships with equity organizations, national nonprofits, community groups and local and regional stakeholders in the parks' space.

Training and Technical Assistance

- Assist with selection and support of Safe Routes to Parks grantee organizations.
- Conduct trainings via webinar and in person for selected communities.
- Provide technical assistance, coaching, and advice tailored to the unique needs of each community to support Safe Routes to Parks planning efforts and early implementation actions to increase safe and equitable access to parks in selected communities.
- Assist with other Safe Routes Partnership projects to provide technical assistance to the field and share substantive expertise on relevant projects.

- Keep up to date on Safe Routes to School, active transportation, healthy communities-related work and share substantive research and best practices to advance Safe Routes to Parks as an emerging program.
- Support evaluation of Safe Routes to Parks efforts to promote continuous program improvement.
- Desirable: Working knowledge of one or more of these topic areas: active transportation, complete streets, state, regional, and local transportation governance processes, Safe Routes to School programs, personal safety from crime and violence, parks and recreation planning.

Resource Development and Communications

- Develop fact sheets, toolkits, implementation plans and materials, and training resources to support Safe Routes to Parks for selected communities and for broader use nationally.
- Engage in outreach presentations at conferences, events, and on webinars and calls.
- Produce social media posts, action alerts, blog posts, and newsletter articles and other relevant content for website and social media channels.
- Identify and write up Safe Routes to Parks-related successes and case studies.

Team Work

- Collaborate with other staff to support Safe Routes Partnership projects and needs; collaborate per assignment in projects of various Safe Routes Partnership departments in support of Safe Routes to School/healthy communities movements.
- Work with external contractors, as needed.
- Use Salesforce and other technology to capture relationships, actions and opportunities to achieve organizational goals for institutional memory.
- Attend regular staff meetings via telephone; attend in-person staff retreats or meetings, as requested; work as a team player to fulfill the missions and goals of the National Partnership.
- Report regularly on activities, and assist as needed with activities, special projects, and fundraising.

Qualifications/Requirements:

Bachelor's degree, or associate's degree plus 4 years' professional experience; self-starter and detail-oriented; systems-level thinker; demonstrated ability to operationalize equity; track record of working with communities and/or community organizations to make positive community change; excellent written and verbal communication skills; ability to travel and occasionally work evenings and weekends; proficient with PCs and with 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. Travel throughout the country is required to provide in person technical assistance and potentially to attend conferences and retreats that include overnight stays.