

**Now Hiring: Technical Assistance Manager - California  
for the Safe Routes Partnership  
Applications Due: October 21, 2021**

The Safe Routes Partnership is seeking an energetic and detail-oriented professional with strong active transportation technical assistance skills and a commitment to equity to join the Safe Routes Partnership as our Technical Assistance Manager - California. We welcome applicants with a passion for advancing safe walking and bicycling to school and in daily life and a dedication to creating livable, equitable, sustainable communities.

**Summary:** The Technical Assistance Manager is responsible for advancing the technical assistance and policy-related work of the Safe Routes Partnership in support of the Safe Routes to School, Safe Routes to Parks, active transportation, environmental justice, transportation equity, and healthy communities movements. Responsibilities include providing program and policy-related technical assistance through contracts and grants, developing resources and publications, and providing support to prospect and secure mission-related consulting work. The Technical Assistance Manager will serve as the lead project manager or subject matter expert on contracts as assigned by the Consulting and Program Support Director.

We are particularly looking for individuals for the following key responsibilities:

- Provide subject matter expertise and leadership for consulting work and projects related to Safe Routes to School and active transportation.
- Develop toolkits, action plans, reports, and other training and educational resources related to Safe Routes to School, active transportation, healthy communities, and equity for assigned consulting work and projects.
- Build and sustain partnerships with diverse and non-traditional local and national organizations to share resources, best practices, and increase demand for healthy, accessible, and safe communities.
- Participate in recruiting and nurturing relationships with other organizations, national nonprofits, and community groups to build consulting portfolio of work.
- A deep understanding of and experience with authentic, equity-focused, community-centered engagement, and building consensus with diverse coalitions and multiple viewpoints.
- Support the Consulting and Program Support Director in scoping and writing successful consulting proposals.

Please review the [job description](#) for more details about the position responsibilities and qualifications. The salary range for this at-will position is \$68,000 – \$75,000 depending on experience and qualifications, plus health insurance benefits, paid time off, and optional participation in a deferred compensation plan. A PC computer plus telephone and internet access will be provided. Successful candidates will work from their home office, and must be based in California.

**To Apply:** Interested applicants should submit (via email) a cover letter, resume, and three writing samples in one PDF file to [hr@saferoutespartnership.org](mailto:hr@saferoutespartnership.org). Ensure that the subject line of your email includes the text “Technical Assistance Manager.” We are not accepting email or telephone call inquiries.

Receipt of applications will be acknowledged with an email reply. **Applications will be accepted through October 21, 2021.** Applications are accepted on a rolling basis, so candidates are encouraged to apply early. Telephone inquiries are not accepted.

We look forward to hearing from qualified candidates interested in joining our dynamic, visionary, and growing national non-profit. Visit [www.saferoutespartnership.org](http://www.saferoutespartnership.org) for more information about our organization.

*The Safe Routes Partnership is committed to equity, diversity, and inclusion in our staff, our work environment, and the change we want to see in our society. We value a diverse staff with a wide range of life experiences because we recognize that we are stronger when our organization and work benefit from the innovative contributions, creative solutions, practical know-how, and community insights brought by people of different backgrounds. Diversity of experience, ideas, and viewpoints is a priority, and candidates with varied education levels, skills, and backgrounds are encouraged to apply. People of color, people with disabilities, and people of different religions, nationalities, genders, and sexual orientations are strongly encouraged to apply.*

**Please forward this announcement to prospective candidates! Thank you.**



**Technical Assistance Manager (based in California)**  
**Safe Routes Partnership**  
***Job Description***

<b>Reports to:</b>	Consulting & Program Support Director
<b>Supervises:</b>	None
<b>FLSA Status:</b>	Full-time, exempt employee
<b>Position Type:</b>	At-Will
<b>Salary Tier:</b>	Field Staff

**Summary:** The Technical Assistance Manager is responsible for advancing the technical assistance and policy-related work of the Safe Routes Partnership in support of the Safe Routes to School, active transportation, transportation equity and healthy communities movements. Responsibilities include providing program and policy-related technical assistance through contracts and grants, developing resources and publications, and providing support to prospect and secure mission-related consulting work. The Technical Assistance Manager will serve as the lead project manager or subject matter expert on contracts as assigned by the Consulting and Program Support Director.

**Key Responsibilities:**

*Resource Development & Technical Assistance*

- Provide subject matter expertise and leadership for consulting work and projects related to Safe Routes to School, and active transportation.
- Develop toolkits, action plans, reports, and other training and educational resources related to Safe Routes to School, active transportation, healthy communities and equity for assigned consulting work and projects.
- Engage in presentations at conferences, events, and on webinars and calls.
- Support the identification and development of case studies and success stories from consulting work.
- Facilitate workshops and trainings in person or via webinar, develop resource materials, engage communities, and provide follow up technical assistance for assigned consulting work and projects.
- Provide technical assistance, coaching, and advice in areas of expertise for assigned consulting work and projects.
- Gather, synthesize, and analyze information on Safe Routes to School, active transportation, and healthy communities for assigned consulting work and projects.
- Keep up to date on Safe Routes to School, active transportation, healthy communities, and equity related work and share substantive research and best practices in support of consulting contracts and assigned projects.

*Community Engagement*

- Build and sustain partnerships with diverse and non-traditional local and national organizations to share resources, best practices, and increase demand for healthy, accessible, and safe communities.
- Participate in recruiting and nurturing relationships with other organizations, national nonprofits, and community groups to build consulting portfolio of work.

*Business Development Support*

- Build relationships to identify and engage potential clients; assist with prospecting for potential consulting projects, including through projects that assist with national program goals and consulting development.
- Support the Consulting and Program Support Director in scoping and writing successful consulting proposals.

*Team Work*

- Collaborate with Safe Routes Partnership departments to complete assigned projects in support of the Safe Routes to School/healthy community movements.
- 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 Safe Routes 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 5 years' professional experience; Active transportation experience required, Safe Routes to School and technical assistance experience preferred; track record of authentic, equity-focused, community-centered engagement; self-starter and detail-oriented; 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 may be required to attend conferences and 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.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_