

**Safe Routes to School National Partnership
Program Manager, part-time contractor
Job Description**

Position: Program Manager

Program: Safe Routes to School National Partnership

Institution: Bikes Belong Foundation

Classification: Part-time contracted position for approximately 33 hours/month through December 2010

Pay: \$30/hour

Location: Your home office anywhere in the USA

Applications: Applications are due February 25, and should be sent to <mailto:robert@saferoutespartnership.org>

Start Date: No later than April 1, 2010, ideally sooner

Summary: The non-profit Bikes Belong Foundation is looking for an energetic and dynamic professional with at least three years proven success in Safe Routes to School program implementation and/or management to work with the Safe Routes to School National Partnership as a program manager. The program manager will report to the state network director and will provide technical assistance and support to five school sites implementing Safe Routes to School (SRTS) programs, answer questions from the field, and produce resources that support SRTS implementation across the country.

Background: Safe Routes to School (SRTS) is a federal program designed to make it safe, easy and convenient for children in grades K-8 to walk and bicycle to schools. Due to federal legislation adopted in 2005, State Departments of Transportation (in all 50 states and the District of Columbia) have funding to make SRTS programs available to local communities. This funding is helping local communities build infrastructure and run programs that increase children's physical activity levels, decrease traffic congestion, and improve air quality and neighborhood safety. The [Safe Routes to School National Partnership](#) is hosted by the non-profit Bikes Belong Foundation, and is a network of more than 400 organizations. Its mission is to serve a diverse national community of organizations that advocates for and promotes the practice of safe bicycling and walking to and from schools throughout the United States.

Key Responsibilities: The position of program manager is funded through the end of December 2010, and could be extended and/or expanded as funding allows. The program manager will report to Robert Ping, state network director. Key responsibilities for the program manager include:

- **Manage four local part-time technical service providers** that are implementing SRTS programs at low-income schools in Santa Rosa, California, District of Columbia, Atlanta, Georgia, Cheverly, Maryland, and Alexandria, Virginia. This entails, at minimum, bimonthly individual meetings, monthly team meetings, and weekly meetings with the state network director. As the manager of the four contractors, you will ensure that they:
 - Are actively working with their assigned school to develop partners, collect data, produce and implement an action plan, and apply for SRTS funding.
 - Facilitate a local School Team that plans SRTS activities for the school, and participate in a community-wide SRTS Task Force.

- Involve youth in planning and leading the program.
 - Receive the support and technical assistance necessary to succeed.
 - Participate in monthly group calls to share techniques, successes and challenges.
 - Produce monthly updates and submit content for annual reports.
- **Serve as an expert resource** on SRTS implementation, including:
 - Create new technical assistance resources or tip sheets on different aspects of SRTS planning and implementation that will be published on our website and in our e-newsletter.
 - Provide technical assistance via email and telephone to selected communities seeking help on issues such as overturning ‘no bicycling to school’ policies, and respond to questions from the field on SRTS implementation.
 - **Participate in other tasks and meetings** as assigned by the state network director within the maximum allotted time for the contract.

Qualifications:

- Bachelor’s degree required.
- Minimum of three years proven success in implementing and/or overseeing local SRTS implementation.
- Experience managing staff and/or contractors.
- Strong background in writing and developing technical assistance materials.
- Self motivated, creative, detail-oriented and energetic.
- Ability to work from home, and to work independently with minimal supervision.
- Organized and able to manage multiple projects simultaneously, with excellent attention to detail.
- Advanced level of proficiency and previous experience in a variety of computer software applications, especially web browsers, MS Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Preference for candidates with:
 - Familiarity with SRTS implementation in low-income communities
 - Spanish-language fluency
 - Certification in the Safe Routes to School National Course, or equivalent experience
 - Teaching experience

Contract Amount: The one-year contracted position pays \$30 an hour with an average monthly stipend of \$1,000. We are asking for a commitment of approximately two hours per weekday, four days per week. Home office phone, web, and email service and equipment is contractor’s responsibility.

To Apply:

Interested applicants should submit a cover letter, resume, and three writing samples in one PDF file to: Robert Ping, SRTS National Partnership, at robert@saferoutespartnership.org. Receipt of applications will be acknowledged with an email reply. Telephone inquiries are not accepted.

Visit www.saferoutespartnership.org for more information about the Safe Routes to School National Partnership. Bikes Belong Foundation is an equal opportunity employer.