



California Senior Policy Manager Safe Routes to School National Partnership *Job Description*

Reports to:	Regional Network Manager
Supervises:	None
FLSA Status:	Full-time, exempt employee.
Position Type:	At-Will.
Salary Tier:	Senior Policy Staff
Location:	California

Summary: The Senior California Policy Manager serves as the lead for the National Partnership's state policy work in California. As such, the Senior California Policy Manager leads work with state agencies and the state legislature on strategies to increase funding and improve policies that result in improved infrastructure and increased programs to support safe walking and bicycling for kids, families and other people, especially in lower-income communities, throughout California. The Senior California Policy Manager will also provide a significant amount of technical assistance on the Active Transportation Program and other Safe Routes to School/active transportation policy and programmatic matters. The Senior California Policy Manager collaborates closely with our other California-based staff.

Key Responsibilities:

State Policy and Advocacy

- Serve as expert on California state policy and funding mechanisms affecting Safe Routes to School and active transportation—including transportation, planning, land use, housing, equity, education, climate, and health.
- Develop and maintain strong relationships with California Department of Transportation (Caltrans) and the California Transportation Commission (CTC) to ensure efficient and effective award and project delivery of state and federal funds.
- Influence state policies, guidelines, and plans to better support Safe Routes to School and active transportation through comment letters, coalition sign-on letters, testifying at agency hearings, participating on state committees, and meetings with state agency staff.
- Advocate that the state legislature maximize federal and state dollars and policies for advancing active transportation, sustainable communities and healthy communities in California, with an emphasis on Safe Routes to School and low-income communities.
- Help determine policy positions on issues related to active transportation that intersect with equity and social justice, such as housing or traffic enforcement.

Technical Assistance

- Provide intensive, long-term technical assistance to selected disadvantaged communities in California to build their readiness to apply for the Active Transportation Program (ATP).
- Produce resources to help other disadvantaged communities compete for ATP funding and develop and advocate for recommended improvements to the ATP's administration.
- Work with the fee-for-service team to provide technical assistance to other communities on active transportation and Safe Routes to School issues.

Coalition Building and Communications

- Participate and serve as a leader in relevant state coalitions, such as the Coalition for Active Transportation Leadership and Sustainable Communities for All Coalition.
- Develop strong and mutually-beneficial relationships with key statewide partner organizations in the areas of transportation, health, housing, climate, and equity to engage them in advancing healthy transportation policy, and lend our support as appropriate to aligned issues that other organizations are leading.
- Develop letters, talking points, grassroots alerts, and fact sheets as needed to advance policy issues with policymakers and advocates.
- Host periodic webinars and workshops to provide relevant updates to network partners on Safe Routes to School and various funding opportunities.
- Generate content for the Safe Routes to School National Partnership's California page, the Wordpress site, Facebook, e-news and other social media.

Team Work

- Coordinate and collaborate with various National Partnership departments to complete assigned projects and resources that are relevant to our partners, funders, media, and the Safe Routes to School and healthy community design fields.
- Attend regular staff meetings via telephone; attend in-person staff retreats or meetings, as requested; and work as a team player to fulfill the missions and goals of the National Partnership.
- Support and collaborate closely with other California policy staff to share information about state policy and take learnings from the local level to improve state policy, ultimately advancing the strategic goals for California for the National Partnership at the local, regional and state level.
- Provide regular reporting of grant activities and assist with additional activities, special projects, fundraising efforts, and other duties as assigned to support the National Partnership.

Qualifications/Requirements:

Bachelor's degree, at a minimum; master's degree in related field preferred; a minimum of four years of experience in technical assistance, planning, and/or policy advocacy work (preferably in California); strong knowledge of California's Active Transportation Program, Safe Routes to School and active transportation; familiarity with transportation finance, public policy, equity, and/or public health initiatives; partner engagement and community engagement skills; excellent written and verbal communication and social media skills; strong problem solving skills; project management experience; self-starter; ability to travel; detail-oriented; highly collaborative; and 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 to Sacramento is required approximately 1-2 times/month and travel within the state and occasionally outside the state is required as part of the day-to-day advocacy associated with this job and to attend conferences and retreats. Other than travel to Sacramento, trips requiring an overnight stay required approximately 4-8 times per year.