

Go to <https://www.saferoutespartnership.org/who-we-are/jobs> to view the job announcement and how to apply!



Technical Assistance Manager
Safe Routes Partnership
Job Description

Reports to: Consulting & Program Support Director
Supervises: None
FLSA Status: Full-time, exempt employee
Position Type: At-Will
Salary Tier: Field Staff (Manager)
Location: Remote position, from anywhere in the United States

Summary: The Technical Assistance Manager supports the Safe Routes Partnership's technical assistance and consulting work. Responsibilities include providing program technical assistance through contracts and grants, leading training and engagement with the Safe Routes to School field, and developing resources, publications, and other educational resources to advance the Safe Routes to School, active transportation, transportation equity, and healthy communities movements.

Key Responsibilities:

Training and Technical Assistance

- Facilitate workshops and trainings in person or via webinar, assist with materials development, engage communities, and provide follow up technical assistance for assigned consulting work and projects.
- Lead webinars and other online engagement events, including content development, speaking/facilitating, and researching and recruiting other speakers.
- Provide technical assistance, coaching, and advice in areas of expertise 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.
- Support the development and execution of large-scale training and technical assistance projects.

Resource Development

- Research and write 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.
- Assist the team in identifying new and relevant resources to support Safe Routes to School, active transportation, healthy communities, and equity-related work.
- Support the identification and development of case studies and success stories from consulting work.
- Support the development of high-profile resources and publications.
- Write and edit content to ensure accuracy, clarity, and alignment with organizational voice and style.

Community and Stakeholder Engagement

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- Build relationships with communities and stakeholders as necessary to achieve project goals ensuring the focus is on creating authentic engagement to build trust and ensure sustainability.
- Build and sustain relationships with organizations across sectors, from public health and social justice to equity groups, national nonprofits, and community organizations, in order to grow a diverse and impactful consulting portfolio.
- Implement organizational initiatives to engage the Safe Routes to School field.
- Provide subject matter expertise and advice as needed.
- Collaborate with the Managing Director, Consulting and Program Support on strategic partnerships to expand the organization's reach and influence.

Team Work

- Collaborate across Safe Routes Partnership to complete assigned projects in support of the Safe Routes to School and Healthy Communities 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 with activities, special projects, and fundraising as needed.
- Participate in cross-organization initiatives, team training, and support the Managing Director, Consulting and Program Support with strategic planning and project management.
- Use Salesforce and other technology to capture relationships, actions, and opportunities to achieve organizational goals for institutional memory.

Qualifications/Requirements:

Bachelor's degree, or associate's degree plus 4 years' professional experience; direct experience with Safe Routes to School, active transportation, Vision Zero, or related planning efforts at the school, district, or state level. 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: _____