



**DC Community Engagement Manager**  
**Safe Routes to School National Partnership**  
*Job Description*

**Reports to:** Program & Policy Director  
**Supervises:** None  
**FLSA Status:** Full-time, exempt employee  
**Position Type:** At-Will. This is a one-year, grant-funded position.  
**Salary Tier:** Field Staff  
**Location:** Washington, DC (preferably in Ward 7 or 8)

**Summary:** The Community Engagement Manager will be responsible for implementing a one-year community safety and engagement project in Wards 7 and 8 of Washington, DC. The project will leverage five school communities as hubs for community-focused traffic safety education and activities. Activities include engaging community members and school officials; developing trainings and resources on safe walking, biking, and driving; holding community traffic safety events; and conducting surveys and walk audits to identify needed safety improvements around each of the five schools.

**Key Responsibilities:**

*Project Management and Community Engagement*

- Develop and implement a project plan, ensuring that all project deliverables are met on time, within budget, and at a high level of quality.
- Develop outreach materials to describe the project and to solicit engagement from five selected schools.
- Work closely with the school, community residents, and neighborhood groups to identify, engage, and support a team of leaders at each selected school.
- Meet regularly with all five teams to craft a customized approach for each school, including identifying challenges and brainstorming solutions.
- Coordinate with each team to design and implement a community safety event to support walkability and increase awareness at each of the five schools.
- Coordinate with District of Columbia agencies to identify solutions to overcome barriers to safety issues.

*Data Analysis*

- Research safety, poverty, nearby destinations for kids, and other relevant data on schools within Wards 7 & 8; develop a matrix to prioritize schools by need to support selection of five schools.
- Develop and conduct baseline survey tools for families and students to assess traffic and community safety concerns.

*Training and Technical Assistance*

- Develop a training curriculum and related learning materials for a one-day workshop on active transportation safety.
- Deliver one workshop for each of the five teams and interested community members.
- Work with each of the teams to conduct walk audits around each school to identify safety issues.

- Create maps for each school identifying safer routes to schools and to other destinations important to kids.
- Produce a report for each of the five schools identifying recommendations for safety improvements; share with relevant District of Columbia agencies and the Advisory Neighborhood Commissions.
- Create a toolkit with lessons and success stories enabling other locations to replicate the project.

#### *Team Work*

- Collaborate with National Partnership departments to complete assigned projects in support of the Safe Routes to School/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 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; Knowledge of Safe Routes to School, active transportation, Vision Zero, or community safety; track record of authentic, equity-focused, community-centered engagement; self-starter and detail-oriented; excellent written and verbal communication skills; ability to travel regularly within DC's Wards 7 & 8 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. Regular travel within Washington, DC is required as part of the day to-day work associated with this job. 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.