



**Field Services Manager**  
**Safe Routes to School National Partnership**  
***Job Description***

**Reports to:** Technical Assistance Manager  
**Supervises:** None  
**FLSA Status:** Full-time, exempt employee  
**Position Type:** At-Will  
**Salary Tier:** Programmatic Staff

**Summary:** The Field Services Manager is responsible for advancing the Safe Routes to School National Partnership (National Partnership) core initiatives (Safe Routes to School, active transportation, transportation equity, and related topics) in California and nationally through technical assistance, resource development, program support, outreach and communication. The Field Services Manager provides technical assistance to communities through contracts and grants, and is responsible for assisting in developing leads and relationships that result in consulting contracts and executing those contracts as appropriate. In addition, the Field Services Manager coordinates with the other members of the Program and Policy team to advance team goals such as addressing technical assistance requests, developing publications, webinars, and other resources, and contributing to communications efforts.

**Key Responsibilities:**

*Technical Assistance and Consulting Support*

- Facilitate workshops, develop materials, engage communities, prepare planning documents, and provide follow up technical assistance on topics related to Safe Routes to School as part of implementing the Safe Routes to School Launch Program.
- Provide technical assistance grant-funded or fee-for-service contractual clients as they arise.
- 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 Technical Assistance Manager in scoping and writing successful consulting proposals.

*National Program and Policy Support*

- Keep up to date on Safe Routes to School and related research and best practices in the field.
- Produce and edit reports, fact sheets and other resources and publications, as needed.
- Participate in selected national or regional webinars, including content development, speaking, and researching and recruiting other speakers.
- Contribute to team projects, objectives, and goal setting.
- Develop and facilitate relationships with diverse entities, individuals and key stakeholders to increase the visibility of and interest in our core initiatives including, but not limited to,

transportation, education, health/public health groups, housing and smart growth non-profits and authorities, equity organizations, educational groups, youth groups and environmental advocates.

#### *Public Communications*

- Produce social media posts, action alerts, blog posts, and newsletter articles and other relevant content for website and social media channels.

#### *Management and Team Work*

- Collaborate with other staff to support National Partnership projects and needs; collaborate per assignment in projects of various National Partnership departments in support of Safe Routes to School/healthy communities movements.
- Use Salesforce and other technology to capture relationships, actions, and opportunities to achieve organizational goals and for institutional memory.
- 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.
- Report regularly on activities, and assist as needed with activities, special projects, and fundraising.

#### **Qualifications/Requirements:**

Bachelor's degree or equivalent experience; knowledge of Safe Routes to School, active transportation and community engagement; excellent written and verbal communication skills; strong problem solving skills; project management experience; ability to travel; self-starter; detail-oriented; highly collaborative; proficient with PCs and with MS Office software; and fundraising experience a plus.

#### **Physical Requirements:**

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally. Travel both within and outside the state is 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.