



Healthy Parks and Places Manager
Safe Routes to School National Partnership
Job Description

Reports to: Healthy Communities Senior Program Manager
Supervises: None
FLSA Status: Full-time, exempt employee
Position Type: At-Will. This is a two-year, grant funded position with possibility for continuation if funding permits.
Salary Tier: TBD
Location: Open; your home office

Summary: The Healthy Parks and Places Manager is an experienced champion for equity and is responsible for advancing the Safe Routes to Parks Activating Communities program at the local and national level through technical assistance, resource development, program management, outreach and communications. In addition to helping to develop the emerging area of Safe Routes to Parks, the Healthy Parks and Places Manager will also provide technical assistance to a variety of communities through other contracts and grants, and will coordinate with other members of the Program and Policy team to advance team goals such as addressing questions and needs from the field, advancing concrete equity commitments in the field of active transportation, developing publications, webinars, and other resources, and contributing to communication efforts.

Key Responsibilities:

Community Engagement

- Build relationships with grantee organizations in local communities and assist community stakeholders in creating authentic engagement with local communities to support planning processes and early actions for increasing safe and equitable access to parks.
- Build and sustain partnerships with diverse and non-traditional, local and national organizations to share resources, best practices and increase demand for healthy, accessible and safe communities.
- Participate in recruiting and nurturing relationships with equity organizations, national nonprofits, community groups and local and regional stakeholders in the parks' space.

Training and Technical Assistance

- Assist with selection and support of Safe Routes to Parks grantee organizations.
- Conduct trainings via webinar and in person for selected communities.
- Provide technical assistance, coaching, and advice in areas of expertise to support Safe Routes to Parks planning efforts and early actions to increase safe and equitable access to parks in selected communities.
- Assist with other National Partnership projects to provide technical assistance to the field and share substantive expertise on relevant projects.
- Keep up to date on Safe Routes to School, active transportation, healthy communities-related work and share substantive research and best practices to advance Safe Routes to Parks as an emerging program.

Resource Development and Communications

- Develop toolkits, implementation plans and materials, and training resources to support Safe Routes to Parks for selected communities and for broader use nationally.
- Engage in outreach presentations at conferences, events, and on webinars and calls.
- Produce social media posts, action alerts, blog posts, and newsletter articles and other relevant content for website and social media channels.
- Identify and write up Safe Routes to Parks-related successes and case studies.

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 for institutional memory.
- 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; 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 is required to provide in person technical assistance and potentially to attend conferences and retreats that include overnight stays.