



Job Title: Policy Intern

Hours & Remuneration: 20-30 hours per week in exchange for college/university credit and supervision

Preferred Start Date: September 1, 2020; Flexible

Preferred End Date: Late December 2020; Late May 2021

PURPOSE AND GENERAL DESCRIPTION

Through advocacy and education, the Bicycle Coalition of Greater Philadelphia leads the movement to make bicyclings a safe and fun way to get around for anyone in Greater Philadelphia. The Policy Intern will actively support the Policy team's advocacy work throughout Greater Philadelphia.

REPORTING RELATIONSHIPS AND WORK ENVIRONMENT

The Policy Intern reports to the Research Director.

The Policy Intern will:

- Work remotely
- Occasionally work outdoors and on evenings and weekends
- Practice safe bicycling

DUTIES AND RESPONSIBILITIES

The Policy Intern will:

- Work on the Circuit Trails, the 800-mile regional trail network, duties include:
 - Organizing and virtually attending meetings with stakeholders
 - Organizing and virtually attending meetings with the Circuit Coalition Steering Committee
 - Assisting with website content/photos/mapping
 - Assisting with social media/digital marketing
 - Coordinating with NJ Circuit Coalition NJ Subcommittee
 - Collecting data from Camden County
 - Creating reports: Quarterly Roundup, grant metrics
 - Conduct on-bike test rides of the virtual Explore the Circuit routes to determine the routes' safety and feasibility
 - Oversee the coordination and data collection of the Bicycle Coalition's annual bike counts
 - Make field visit to Circuit Trails for photos and construction updates



ESSENTIAL QUALIFICATIONS

- A strong commitment to the Bicycle Coalition's mission.
- Ability to communicate effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation.
- Familiarity with Greater Philadelphia's neighborhoods, bicycle infrastructure, and park systems.
- Comfortable presenting information to and engaging large groups virtually with humor and enthusiasm.
- Experience preparing detailed written memos and reports.
- Ability to communicate and write in a professional, friendly and accurate manner
- Ability to complete work in an unstructured and informal environment with limited supervision.
- Problem solving skills, creativity, flexibility and self-motivation.
- Experience riding a bicycle for transportation or recreation.
- Willingness to adhere to all COVID-19 precautions
- **Individuals who identify as Black, Indigenous or Person of Color strongly encouraged to apply.**

HOW TO APPLY

All interested candidates should send the following to search@bicyclecoalition.org:

- An up-to-date resume (no longer than 2 pages).
- A 1-page cover letter explaining why you are interested in interning at BCGP and what makes you a good fit specifically for the Policy Intern role. Be sure to relay your story in addition to your professional attributes.
- References and clearances will be requested as the hiring process proceeds.
- Email subject should read: "[last name] Policy Intern Application".
- Applications will be accepted and reviewed on a first come first serve rolling basis. **Applications received by August 14, 2020 will be prioritized.**

We thank all applicants; we will contact only those selected for an interview.

The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.