



Job Title: Regional Organizer

Department: Policy

Supervisor: Randy LoBasso

Status: Exempt, Full Time

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Prepared Date: August 18, 2020

Approved By:

Approved Date:

PURPOSE AND GENERAL DESCRIPTION

The Regional Organizer is a key player in our Circuit Trails Coalition and regional outreach work. This person should be dynamic, personable, detail-oriented, outgoing, and have excellent writing skills. You should be able to thrive in a dynamic workplace, work with a diverse set of constituents, and handle multiple tasks with a high degree of accountability. You need not be a serious bicyclist, but you must embrace our mission that bicycling should be a safe and fun way for everyone to get around the Greater Philadelphia Region.

The Regional Organizer will report to the Policy Director and serve as a member of the Policy team. This position will have responsibility to build support for Circuit Trails development, including organizing constituents in the region around our Circuit Trails Coalition efforts, a project funded by the William Penn Foundation. This individual will travel throughout the eight county suburbs in Pennsylvania and New Jersey for meetings, trainings and forums to participate in policy meetings and efforts to educate and engage our current and future partners. In addition, this individual will be responsible for significantly contributing to communication efforts directed to our regional followers and will manage the bulk of the Bicycle Coalition's efforts with respect to the 500 Miles by 2025 Circuit Trails Campaign. This individual will support the Development team with content for membership efforts.

DUTIES AND RESPONSIBILITIES

The Regional Organizer has the following responsibilities:

- Coordinate with the Research Director for online organizing and communications around the Circuit and our regional advocacy work for low stress streets.
- Responsible for posting announcements and posts to the Bicycle Coalition blog, Biking the Region Facebook and Twitter pages, affiliate Facebook pages, and sharing with Circuit Trails social media.
- Organize our regional community around the Circuit through:
 - Designing public outreach strategies to develop and build public support;
 - Working with regional agencies to promote implementation;
 - Presenting at public meetings, city agencies and the press;
 - Researching policies and statistics as needed for advocacy campaigns and reports;
 - Using mapping software to identify local residents to engage for events.



- Represent the Bicycle Coalition to agencies, elected officials and coalitions.
- Keep up-to-date on transportation projects, particularly bike and pedestrian projects, in the DVRPC region.
- Manage data input into Salesforce and be responsible for or coordinating William Penn Foundation deliverables. Assist with regular reporting for William Penn.
- Performing general office duties, attending meetings, assisting with appointments and calendars.
- Recruit, organize and mobilize eight (8) volunteer affiliate chairs and (9) Circuit Action Team leaders, who lead our grassroots advocacy efforts in suburban counties.
- Manage interns or fellows
- Work with the BCGP development department to assist with fundraising strategies as it relates to our members in the 8 suburban counties.
- Attend and represent the Bicycle Coalition at membership recruitment events

QUALIFICATIONS

- A bachelor's and/or master's degree and 3-4 years of community organizing or planning experience.
- 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.
- Having extensive familiarity with the surrounding PA and NJ counties of Philadelphia (preferred).
- Comfortable presenting information to and engaging with large groups with humor and enthusiasm.
- Comfortable presenting information to municipal and elected officials, in person or at public hearings.
- Experience preparing detailed written memos and reports.
- Ability to deliver succinct and compelling advocacy messages in media interviews.
- Ability to write and speak in a professional, friendly and accurate manner.
- Ability to complete work in an unstructured and informal environment with limited supervision.
- Strong business writing, data entry, and office skills.
- Experience with Google Docs, social media, and MS Office.
- Comfortable learning new software programs such as Salesforce and Soapbox
- Basic knowledge of bicycle infrastructure.
- Planning and traffic engineering knowledge is a plus.
- Ability to work some weekend and evening hours.
- A professionally-aligned appearance and manner when meeting with stakeholders. The Bicycle Coalition fosters a casual and expressive office environment and welcomes casual attire in the workplace.
- 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 working at BCGP and what makes you a good fit specifically for the Regional Organizer 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] Regional Organizer Application”.
 - Applications will be accepted and reviewed on a first come first serve rolling basis.
- Applications received by September 15, 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.