



Job Title: Policy Intern

Hours: 32 hours per Semi-Monthly Pay Period

Salary: \$15 per hour

Start Date: August 26th, 2024

Projected End Date: January 31, 2025

PURPOSE AND GENERAL DESCRIPTION

Through advocacy and education, the Bicycle Coalition of Greater Philadelphia leads the movement to make every bicycle ride safe, to empower youth and adults to ride, and to foster a ridership that reflects the diversity of the region. 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 in the office, in the field and remotely
- Occasionally work outdoors
- Practice safe bicycling

DUTIES AND RESPONSIBILITIES

The Policy Intern will:

- Work on BCGP Annual Bike Counts and the Circuit Trails, the 800-mile regional trail network, duties include:
 - o Oversee the coordination and data collection of the Bicycle Coalition's annual bike counts
 - o Manage and schedule bike count volunteers
 - o Perform bike counts in the field
 - o Perform data entry in the office
 - o Calculate and analyze the bike count data
 - o Work with the Research Director to complete the annual bike count report
 - o Assist the Policy Department with Circuit Trails outreach and research
 - o Assist the Policy Director with various tasks as needed
 - o Make field visit to Circuit Trails for photos and construction updates



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.
- Experience working with databases and excel spreadsheets
- Familiarity with ArcGIS Online is a plus but not required
- 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.
- **Individuals who identify as Black, Indigenous or Person of Color are strongly encouraged to apply.**

HOW TO APPLY

All interested candidates should send the following to john@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 for this position.
- 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 rolling basis. **Applications received by 12PM August 22, 2024 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.