



## MILWALKEE WALKS PROGRAM MANAGER 2022

### About the Position

The Wisconsin Bike Fed (WBF) seeks a Program Manager to manage both the long term program goals and day to day operations of the MilWALKee Walks program. To reach MilWALKee Walks grant goals, the Program Manager will act as a liaison between residents, community groups, and local government. In addition, the Project Manager will provide support for other related Wisconsin Bike Fed programs such as fundraisers, media/public speaking, writing blog articles and press releases. Currently WBF is in a hybrid work model with some days in the office required each week, as well as some flexibility to balance working from home and out in the community.

THIS IS A GRANT FUNDED POSITION: Bike Fed has funding through the end of 2023, and this project has been funded for almost 9 years, but funding for the position must be secured each year. We expect to receive funding for this program through the end of 2026, but this may be subject to change.

### PROGRAM DESCRIPTION:

MilWALKee Walks is a safety coalition that aims to increase enforcement of cars yielding to pedestrians at marked and unmarked crosswalks in Milwaukee. Funding will allow the group to grow, support local education efforts and leaders, and host special events to raise the profile of walking for community vibrancy and safety. This will be achieved by hosting community crosswalk demonstrations that attract media attention and educate the public about the laws that require yielding to pedestrians, focused educational pedestrian safety workshops, connecting residents with resources that inspire safe and healthy streets, and assisting with neighborhood and city-wide pedestrian safety focused plans.

Milwaukee leads the state both in the number of pedestrian crashes and fatal pedestrian crashes. This grant will fund printing, coordination of events, press releases, social media promotion, and partnership development. MilWALKee Walks is managed and developed by the Wisconsin Bike Federation. To grow support and build capacity for pedestrian safety champions in the city, the Bike Fed augments grant funds, and partners with a wide variety of local groups, to support our mission to make streets safer for vulnerable users. The MilWALKee Walks program supports continued implementation of the Complete Streets Policy (City of Milwaukee passed in 2018), the Milwaukee Pedestrian Plan (passed in 2019) and the Vision Zero Plan recently passed.

### Project Manager Responsibilities:

- Manage the planning, outreach, engagement, and implementation of the MilWALKee Walks program.
- Coordinate standing group and individual meetings and keep notes
- Maintain a grant budget (supplies, travel, staff time, and other expenses)
- Be able to properly track your grant work through written progress reports and weekly time reporting
- Plan and implement data collection operations

- Develop engagement and outreach materials that are culturally relevant and accessible to any community impacted by the issues your grant addresses
- Provide support and educational experiences for any given community impacted by crashes involving pedestrians

**Other Responsibilities** *These responsibilities are inclusive to both Program Management expectations as well as that of a Wisconsin Bike Fed Staff member*

- Produce media pieces (press releases, e-newsletters, blogs) and participate in public speaking engagements on the topics and issues related to pedestrian safety.
- Attend professional development conferences and workshops, seeking opportunities to disseminate your grant work, as well as invite members of the community to attend events, in order to encourage more community leadership development.
- Recruit volunteers to assist you in efforts such as data collection, general outreach, training, etc.
- Collaborate with other local colleagues and organizations to implement new and existing programs.

**Qualifications:**

- Must share a passion for Wisconsin Bike Fed Mission and Vision
- *Be a self-starter and work well independently, as well as value collaboration*
- Applicants should have at least two years of full-time or equivalent part-time, technical or professional experience in bike/walk transit advocacy, community organizing/education, or program management.
- Demonstrated experience working in cross-generational, multicultural, inclusive settings.
- Demonstrated organizational skills, strong oral and written communication skills and excellent interpersonal skills.
- Basic computer skills: Google Suite, Microsoft Suite, (Adobe Creative Cloud is a bonus)
- Ability to balance competing priorities and deadlines and to handle multiple tasks.
- Demonstrated ability to work collaboratively with colleagues.

**Preferred Qualifications:**

- Bilingual English/Spanish (any bilingual abilities is a plus)
- Experience or education (listed in priority) in community engagement, project management, or government relations.
- Resident of the Milwaukee area, or an area with similar demographics, social and economic challenges

Projects: MilWALKee Walks Program Management 32-35 hours/week

Other WBF projects/responsibilities 5-8 hours/week

Program Websites to review for further program descriptions:

<https://wisconsinbikefed.org/what-we-do/advocacy/pedestrian-initiatives/milwaukee-walks/>

<https://www.mkewalks.com/>

Physical Requirements: Sitting for prolonged periods, typing on a computer keyboard, lifting objects of 40 pounds or less.

Work Schedule: Monday through Friday with some weekends and evenings. Occasionally will require travel within the state.

Compensation: \$49,000-\$54,000 commensurate with experience. Low employee co-pays for health & dental insurance, up to 3% of annual wages matched in a SIMPLE IRA account, and generous paid time off.

Depending on how quickly the hiring process goes and potential applicant's status position could start as soon as August 2022. Start date is negotiable at this point.

The Wisconsin Bike Fed is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.

**How to Apply: Please submit PDF of Cover Letter and Resume to Assistant Director - Jake Newborn by JULY 29TH, 2022 [Jake.Newborn@wisconsinbikefed.org](mailto:Jake.Newborn@wisconsinbikefed.org) 414-253-3331**