



Adult Education Program Manager

Wisconsin Bike Fed is seeking a FTE Adult Education Program Manager. Ideal candidates exercise sound judgment and thrive in diverse work environments. They are also highly organized, outgoing, and comfortable working in a fast-paced environment. The Bike Fed is one of the largest statewide bicycle advocacy organizations in the country. This is a great opportunity for a highly motivated and passionate, professional and creative individual to help grow the bicycle education movement. This position is funded by a state grant and subject to those funding allowances and timing of awards. This position directly reports to the Assistant Director.

Requirements:

- Experience working with adults in an educational setting
- Excellent speaking and presentation skills
- Value working with diversity of people and team teaching methods
- Value providing services through equity lens
- Ability to work on own and on a team
- Social Media/graphic skills beneficial
- **MUST** have driver's license and good driving record
- **MUST** pass background check
- **MUST** be available to attend an upcoming [training session out of state](#) or already be LCI certified

Duties and responsibilities:

- Coordinate and plan education classes with community partners across the state along with fellow Bike Fed staff
- Train adults in Smart Cycling, a League of American Bicyclists education curriculum
- Train adults in how to host a bike rodeo for youth
- Train adults on pedestrian safety skills and walk and bike audits
- Manage data and contacts relating to the program
- Write updates and outreach materials for program
- Manage and report expenses associated with the program in timely fashion
- Additional Bike Fed tasks and event staffing as assigned
- Spanish or other language skills a plus

Work Schedule: Monday through Friday with varied weekends and evenings. Will require travel within the state and likely out of state training attendance. Overnight stays in communities will be required.

Work Location: This position works from one of our office locations in Milwaukee or Madison, their home, and out in the community.

Physical Requirements: Sitting for prolonged periods, typing on a computer keyboard, drive a motor vehicle, lifting objects of 45 pounds or less, ability to ride a bicycle, speak in public and lead engagement activities.

Equipment Used: Computer, audio-visual systems, printer/copier, hand tools for basic bike maintenance

Salary: This is a FTE grant funded position. Salary range of \$51,000 - \$57,000, commensurate with experience and skill sets. Low employee co-pays for health & dental insurance, up to 3% of annual wages matched in a SIMPLE IRA account after 1 year, and paid time off.

To apply: send a cover letter and resume to info@wisconsinbikefed.org with name and position applied for in the subject line by **FEB 3rd at 9am**.

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.