



**WISCONSIN  
BIKE FED**

### Education and Engagement Programs Assistant Coordinator

The Bike Fed is seeking a FTE Education and Engagement Programs Assistant to work in Dane County. The Program Assistant reports to the Dane Co 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 advocacy movement. This position is funded by a state grant and subject to those funding allowances and timing.

**80%** of position: Working in partnership with Dane Co Education Programs Manager on the Safe Routes to School (SRTS) programs in Dane County. This program aims to increase active transportation amongst k-12 students. Specifically, advancing opportunities for students and families to walk and bike to school, improve health and safety, decrease tardiness and promote a culture of wellness.

**20%** of position: additional education and encouragement programs and contracts as assigned, Bike Fed outreach, events, and program support in the Madison area.

This position works from our Madison office, their home, and out in the community, with potential occasional travel to Bike Fed headquarters in Milwaukee.

#### Duties and Responsibilities

1. Coordinate SRTS programming, resources, and communication.
  - a. Alongside the Dane Co. Program Manager carry out and manage the program and provide resources for students, schools, parents/guardians, and broader community; help to implement any existing SRTS plans with the region's school districts and Model Schools in Madison.
  - b. Manage communication strategies including Facebook and other social media, list serve, and newsletter updates.
  - c. Coordinate and collaborate with the Dane County SRTS Project Steering Committee.
  - d. Serve on district committees and coalitions that will further SRTS Program goals and program sustainability.
2. Facilitate evaluation of SRTS projects including collection, review, and dissemination of data to partners.
  - a. Support schools in conducting annual student travel tallies.
  - b. Administer teacher feedback surveys/forms for the bicycle unit.
3. Identify recommended walk/bike routes for participating schools.

- a. Conduct walk/bike audits or training on audits at schools.
  - b. Use "Participatory Photo-Mapping" to identify hazards to walking and biking, and to elicit community feedback in the planning process.
4. Integrate walk/bike education in school curriculum and promote outreach activities.
    - a. Coordinate bike safety training for school staff and community members.
    - b. Promote and coordinate educational events at identified schools
    - c. Coordinate Encouragement events
6. Coordinate events, trainings, and engagement opportunities on:
    - a. Bike and Ped safety training

**Preferred qualifications:** Bilingual in Spanish/English, 2 years SRTS or community education program experience, Basic bike maintenance knowledge, value diversity and inclusion.

**Requirements:**

- Experience working with children
- Excellent speaking and presentation skills
- Value working with diversity of people and team teaching methods.
- Value providing services with equity
- Ability to work on own and on a team
- Social Media/Computer graphic skills beneficial, but not required
- **MUST** pass background check

**Work Schedule:** Monday through Friday with some weekends and evenings. Occasionally will require travel within the state and possibly out of state training attendance.

**Physical Requirements:** Sitting for prolonged periods, typing on a computer keyboard, lifting objects of 35 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 \$50,000 - \$56,000, 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 [jake.newborn@wisconsinbikefed.org](mailto:jake.newborn@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.