



Statewide Adult Education Program Manager

Wisconsin Bike Fed is seeking a full time salaried Statewide Adult Education Program Manager. Ideal candidates exercise sound judgment and thrive in a diverse workplace. 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 directly reports to the Assistant Director.

Requirements:

- Experience working with adults in an educational setting
- Excellent speaking and presentation skills
- Value working with a diversity of people and team teaching methods
- Value providing services through equity lens
- Ability to work independently and on a team
- Social Media/graphic skills beneficial
- Be available several nights and weekends each month to host classes and events
- Be able to travel around the state
- **MUST** have driver's license and good driving record
- **MUST** pass background check
- **MUST** be available to attend an training on September 26-28th in Milwaukee or already be League Cycling Instructor certified
- Spanish or other language skills are beneficial, but not required.
- Intermediate bicycle mechanic skills beneficial

Duties and responsibilities:

- Coordinate and lead education classes with community partners across the state along with Bike Fed staff
- Train adults in Smart Cycling, a League of American Bicyclists education curriculum
- Train adults in how to teach youth bike safety
- Train adults on pedestrian safety skills and walk and bike audits
- Directly supervise seasonal/support staff
- 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 needed and assigned

Work Schedule: Flexible and variable schedule. Requires evening and weekend hours. Will require travel within the state and possibly out of state training or conferences. Overnight stays 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, driving 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. Minimum salary of \$59,000. Low employee co-pays for health & dental insurance, up to 3% of annual wages matched in a SIMPLE IRA account after review period, and paid time off for vacation and sick time flex.

This position is funded by a state grant of federal funds and subject to funding availability and timing of awards.

To apply: send a cover letter and resume to info@wisconsinbikefed.org with name and position applied for in the subject line by **July 25th. Rolling interviews may occur as applications are received.**

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.