



# SONOMA COUNTY BICYCLE COALITION (SCBC) UNPAID INTERNSHIP OPPORTUNITY Fall 2019 • 2 units (~6 hours/week)

**JOB TITLE:** Advocacy Research Assistant

**REPORTS TO:** Executive Director

**LOCATION:** 750 Mendocino Avenue Suite 6, Santa Rosa

**ABOUT SCBC:** The Sonoma County Bicycle Coalition promotes bicycling for transportation and recreation and works to educate the community about bicycle safety and the benefits of cycling, including good health and protecting the environment. We are a membership-based nonprofit with an office in Santa Rosa. We advocate for bicycle-friendly transportation policy and infrastructure.

## **SKILLS LEARNED:**

- Project management
- Transportation policy
- Local government
- Community organizing & outreach
- Communications
- Basic office software & equipment

## **JOB DESCRIPTION:**

The Advocacy Research Assistant will:

- Research and track bicycle-related legislation and infrastructure projects
- Research and track voting records of local politicians
- Attend meetings of local government agencies and report back

## **QUALIFICATIONS:**

The ideal candidate will be comfortable conversing (in person and telephone) with a variety of people; willing to ask questions; and well-organized. S/he must be able to write well. Basic computer literacy required; ideally the candidate will bring their own laptop (preferably Windows-based).

## **TO APPLY, SEND RESUME AND WRITING SAMPLE TO:**

Eris Weaver, Outreach & Events Coordinator

[eris@bikesonoma.org](mailto:eris@bikesonoma.org) 707-545-0153