



# SONOMA COUNTY BICYCLE COALITION

## JOB ANNOUNCEMENT

### Bilingual Outreach & Education Coordinator

The Sonoma County Bicycle Coalition (SCBC) seeks a Bilingual Outreach and Education Coordinator to assist us in addressing transportation inequity by adapting our programs and activities to better identify and meet the needs of Sonoma County Latino communities.

The Bilingual Outreach and Education Coordinator will often be the first point of contact for community members and potential partners and hence will form many people's initial impressions of the organization. To be effective, the candidate must be personable, resourceful, diplomatic, and eager to help.

The Bilingual Outreach and Education Coordinator reports to the Executive Director but will work with staff across all programs.

### Job Responsibilities

- Identify potential community partners and influencers
- Build and maintain relationships with neighborhood groups, non-profit organizations, and individuals within local Latino communities
- Conduct community outreach and needs assessment campaigns
- Make presentations about SCBC programs and teach bicycle safety classes in Spanish, both virtually and in-person once COVID restrictions allow (training will be provided)
- Create and distribute outreach materials to promote events and classes in Spanish
- Assist with other administrative and program development duties, including English/Spanish translation, as required

### Key Aptitudes

To succeed in this position, one should have:

- Oral and written fluency in both English and Spanish
- Basic fluency in Microsoft Office, internet and social media
- Ability to both work collaboratively and with self-direction
- Ability to travel about the county (once COVID restrictions are lifted)
- Time management and prioritization skills
- Ability to communicate effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation
- Comfort presenting information to and engaging large groups with humor and enthusiasm
- A professional appearance and manner when meeting with stakeholders
- Experience and comfort with cycling for transportation
- Existing relationships within Sonoma County's Latino communities

## Job Details

- Hours: Part-time (20-30 hours/week), non-exempt (could potentially grow into full-time)
- Some evenings and weekends required
- Clean driving record required
- Salary: \$19-20/hour, DOE

## Physical Demands/Requirements

- Ability to occasionally carry or move equipment weighing up to 50 lbs.
- Ability to frequently stand or sit for long periods of time
- Ability to occasionally work outside in inclement weather

## HOW TO APPLY

Please send the following items electronically (as a single PDF file) to [jobs@bikesonoma.org](mailto:jobs@bikesonoma.org). Please do not send paper or faxed applications.

Applications must include a cover letter, resume, writing sample and three professional references with phone numbers and email addresses submitted as one PDF document, or the application will not be considered or acknowledged. No telephone inquiries please. The receipt of all complete applications will be acknowledged with an email.

SCBC does not discriminate on the basis of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, age or any other protected classification.

Position open until filled.

## About the Sonoma County Bicycle Coalition

The Sonoma County Bicycle Coalition is a non-profit, membership-based organization that serves as the voice of transportation and recreational cyclists in Sonoma County. We work to educate the community about bicycle safety and the benefits of cycling, including good health and protecting the environment. We work with elected officials and government agencies to make sure that all new road projects or redesigns consider the needs of cyclists. We want riders of all ages to have safe and efficient ways of getting around by bike. Learn more at [www.bikesonoma.org](http://www.bikesonoma.org).