



SONOMA COUNTY BICYCLE COALITION JOB ANNOUNCEMENT

Bicycle Advocacy Coordinator

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.

The Sonoma County Bicycle Coalition (SCBC) seeks a Bike Advocacy Coordinator to help launch and support our local advocacy teams.

The Bike Advocacy Coordinator will often be the first point of contact for community members, elected officials and city staff 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 Bike Advocacy Coordinator reports to the Executive Director.

JOB RESPONSIBILITIES:

The Advocacy Coordinator will:

- Research and track bicycle-related legislation and infrastructure projects
- Research and track voting records of local politicians
- Attend meetings of local government agencies
- Assist in organizing, facilitating, and recording local team meetings
- Other duties as needed

Key Aptitudes

To succeed in this position, one should have:

- Basic fluency in Microsoft Office, internet and social media
- Interest and experience in community organizing and/or political advocacy
- Ability to work both collaboratively and with self-direction
- Ability to travel about the county
- Time management and prioritization skills
- Ability to communicate effectively with people of all ages, abilities, cultural groups, economic status or sexual orientations
- 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

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: \$19-22/hour, DOE

HOW TO APPLY

Please send the following items electronically (as a single PDF file) to 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.

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.

For more information on the Sonoma County Bicycle Coalition,
visit us online at www.bikesonoma.org