



**JOB TITLE:** Bike Share Community Liaison  
**COMPENSATION:** \$15/hour, 15-18 hours a week  
**START DATE:** April 2<sup>nd</sup>, 2018  
**END DATE:** October 31<sup>st</sup>, 2018

### **PURPOSE AND GENERAL DESCRIPTION**

Through advocacy and education, the Bicycle Coalition of Greater Philadelphia (BCGP) leads the movement to make bicycling safe and fun for anyone who wants to ride in our region. Our 2030 vision is that anyone in Greater Philadelphia can enjoy a safe and fun bike ride on a network of connected Circuit Trails, bike lanes, and low-stress streets. Bicycling has become an easy option for transportation and recreation, connecting people to each other, their neighborhoods, and the region.

The Community Liaison is a Part Time, seasonal position that supports the work of the Better Bike Share Partnership (BBSP) contract with the City of Philadelphia. BBSP is a collaboration between the City of Philadelphia, Indego bikeshare, the National Association for Transportation Officials (NACTO), People for Bikes, and the Bicycle Coalition of Greater Philadelphia. BBSP's mission is to build equitable and replicable bike share systems across the country, with Philadelphia as a central location for testing and learning best practices. BBSP began in July 2014 through a grant from the JPB Foundation, and will continue its work through support from the William Penn Foundation, as well as a second round of funding from the JPB Foundation.

### **REPORTING RELATIONSHIPS AND WORK ENVIRONMENT**

The Bike Share Community Liaison reports to the Education Programs Manager and will work with two other Community Liaisons.

#### **The Bike Share Community Liaison will:**

- Work out of the Bicycle Coalition of Greater Philadelphia office
- Work outdoors and on weekends and evenings

### **DUTIES AND RESPONSIBILITIES: Bike Share Community Liaison**

- Assist in implementing an outreach program to increase awareness and use of bike sharing in low income neighborhoods, including:
- Coordinate and staff group rides and classes using bike share bikes, in priority neighborhoods.
- Teach bicycle safety classes.
- Distribute outreach materials in a variety of ways to promote bike share in low-income neighborhoods.
- Partner with organizations and maintain the relationships that the Better Bike Share Partnership has developed.
- Assist with data entry and other light administrative tasks.
- Work with the BCGP Education Programs Manager to share stories about Better Bike Share Partnership.

### **ESSENTIAL QUALIFICATIONS**

The candidate should have the following qualifications:

- A commitment to the Bicycle Coalition's mission: to make bicycling safe and fun for anyone who wants to ride in the Philadelphia region.



- Ability to communicate effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation.
- Ability to be persistent, professional and creative when marketing and selling bike share.
- Ability to write and speak in a professional, friendly and accurate manner.
- Ability to stay calm and collected in challenging situations.
- Comfortable presenting information to and engaging large groups with humor and enthusiasm.
- A professional appearance and manner in the community and the office.
- Experience bicycling, walking or using public transportation in Philadelphia.
- Willingness to travel in any Philadelphia neighborhood via bicycle.
- Commitment to following traffic safety laws and using all appropriate safety gear including helmets, reflective material, etc.
- Punctuality and good attendance.
- Proficiency with Microsoft Office applications and Google Drive.

#### **DESIRABLE QUALIFICATIONS**

##### **We prefer candidates with these qualifications:**

- Existing relationships with community organizations in Philadelphia.
- At least two years of previous work experience.
- Previous non-profit or community organizing experience.
- Familiarity with bike sharing systems.
- Event planning and promotion experience.
- Experience with *Salesforce* database.
- Fluency in a second language other than English

All interested candidates should send the following to [Search@bicyclecoalition.org](mailto:Search@bicyclecoalition.org) by **Monday February 26<sup>th</sup>, 2018**

- An up-to-date resume (no longer than 2 pages).
- A 1-page cover letter explaining why you are interested in working at BCGP and what makes you a good fit specifically for the BBSP Community Liaison role. Be sure to relay your story in addition to your professional attributes.
- References will be requested as the hiring process moves forward.
- Email subject should read: “[last name] Bike Share Community Liaison application”.

**We thank all applicants; we will contact only those selected for an interview.** *The Bicycle Coalition is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.*