



JOB TITLE: Policy Fellow

COMPENSATION: \$15/hour, 10-20 hours a week

APPLICATION DEADLINE: Position will be filled when we find the right fit

JOB TYPE: Temporary

START DATE: Determined when position is filled

END DATE: Open ended, depending on hours

ORGANIZATIONAL 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.

POSITION DESCRIPTION:

The policy fellow is a part-time, temporary, paid position for a current or recently graduated college student or graduate student who is interested in: Geographic Information Systems (GIS), Graphic Design, Data Analysis, Public Health, City Planning, Transportation, Public Policy, or a related field.

DUTIES AND RESPONSIBILITIES:

- Research best practices in inclusive transportation planning
- Prepare presentations for staff in PowerPoint as well as accompanying printed/graphic materials using Office and Adobe Suites.
- Research best practices in transportation safety, worldwide
- Review bike plans and give suggested comments to staff
- Assist with data entry and other administrative tasks as requested

ESSENTIAL QUALIFICATIONS

The candidate should have the following qualifications:

- Existing relationships with Philadelphia's communities of color, either at institutional or grassroots levels.
- Ability to quickly read, comprehend and summarize information from various sources
- 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.
- Experience using transit, walking or biking in Philadelphia.



DESIRABLE QUALIFICATIONS

We prefer, but do not require, candidates with these qualifications:

- An understanding of what drives inequitable outcomes in Philadelphia's transportation network
- Experience with event planning
- Comfort and competency with public speaking
- Familiarity with Philadelphia's multi-modal transportation network
- Experience with *Salesforce*, Adobe Suite and Office Suite
- Competency in a second language, preferably Spanish, Arabic, Khmer, Indonesian, Vietnamese, Chinese/Mandarin is advantageous, but not required.

HOW TO APPLY

All interested candidates should send the following to search@bicyclecoalition.org:

- 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 for the Policy Fellow role specifically. Be sure to tell us your story, not just another version of what we can read in your resume.
- References will be requested as the hiring process proceeds.
- Email subject should read: "[last name] Policy Fellow application"

*People of color are strongly encouraged to apply.

We thank all applicants; but we only have the resources to contact 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.