



The New York Bicycling Coalition (NYBC) is seeking a highly organized, self-starter who is passionate about road safety to join our organization as the Bicycle Safety Director. The Bicycle Safety Director will work an average of 20-25 hours per week to guide NYBC's efforts surrounding bike and pedestrian safety in accordance with New York State grant funding. The Bicycle Safety Director will be expected to have the skills and the humility to engage in high level strategic work managing multiple projects while also completing critical detail-oriented administrative tasks.

### **Responsibilities**

- **Project Management:**
  - Oversee grant funded projects, and ensure that project deliverables are moving forward and on track.
  - Submit narrative and fiscal reports to the funder.
  - Write and submit grant proposals to the funder.
  - Hire & manage contractors and ensure deliverables are on time and complete.
  - Regularly communicate with the funder, contractors, and key stakeholders.
  - Report progress weekly, or more frequently if needed, to the Executive Committee of the Board of Directors.
- **Administration:**
  - Keep accurate records for time, attendance, grant materials distribution, and expenses. Ensure contractors do the same.
  - Ensure all organizational documentation and forms are maintained and up to date as required by grant the funder.
  - Address administrative issues on a daily basis including mail, vendor queries, funder queries, and several other issues.
- **Communications:**
  - Perform outreach to improve relationships and collaborations with key stakeholders across NYS to deliver bicycle and pedestrian safety programming.
  - Oversee website updates related to grant funded programs, social media updates related to grant-funded programs, and newsletter articles related to grant-funded programs.
- Other duties as assigned.

## **Requirements**

- Bachelor's Degree in Urban Planning, Public Administration, Law Enforcement/Criminal Justice, Non-Profit Management, Communications, or a related field. OR 3-5 years of experience in a related field.
- Must have a strong interest in bicycle and pedestrian safety. Additional consideration will be given to candidates familiar with NYBC's mission and programming.
- Strong written and oral communication skills; bilingual abilities greatly desired.
- Proficiency in data analytics.
- Proficiency with Google Suite, Microsoft Suite, and social media/ communication platforms (Facebook, Twitter, Instagram, Mailchimp).
- Able to work independently, collaboratively and flexibly.
- Use NYBC Mac laptop or your own computer and your own internet access.
- Passionate about making New York State a safe and great place to bicycle and walk.

## **Position Details**

- Part time employment averaging 20- 25 hours/week.
- Additional hours may be approved for special events.
- The Bicycle Safety Director will report to the board and will be required to set their own schedule while working remotely.
- Occasional weekend hours to attend special events and conferences.
- Attend monthly NYBC evening board video conference calls.

## **To Apply:**

Please forward a resume, 2 writing samples, and a cover letter stating why you are up for the challenge to [nybc@nybc.net](mailto:nybc@nybc.net) by November 25, 2022.

## **About NYBC:**

The New York Bicycling Coalition, a nonprofit group founded in 1990, is New York's only statewide bicycle and pedestrian organization and is the premier resource for advocacy and information in New York State. Our mission is to provide a voice for bicyclists and pedestrians throughout New York State whether it's using a bicycle for daily transportation, riding on or off-road, riding for tourism and recreation or taking part in races and special events. We represent the interests of all bicyclists and pedestrians, and envision a future where these constituents feel safe, respected and fully integrated into a truly multi-modal statewide transportation system. NYBC is an equal opportunity employer.