



**Bike Cleveland is in search of an Education & Outreach Manager to assist with our education programs and community outreach work.**

**Deadline:** Open until filled. Posted on January 10<sup>th</sup>, 2022

**Status:** Full-time, exempt salary

**Reports to:** Executive Director

**Location:** 3000 Bridge Ave, Cleveland, OH 44113

## About Us

Bike Cleveland is a growing team of active transportation professionals working collaboratively to create a region that is sustainable, connected, healthy, and vibrant by promoting bicycling and advocating for safe and equitable transportation for all. We believe that to build a community in which active transportation is barrier free we must:

- Embrace creative solutions that increase biking, walking, and the use of public transit to improve health, vibrancy, and quality of life for all Greater Cleveland residents.
- Ensure All residents and visitors have safe access to a low-stress bike, walk and public transit network that connect people with where they need and want to go.
- Educate people about the important role transportation choice and recreation options play in reducing greenhouse gas emissions, improving air quality and the health of Greater Clevelanders, while also promoting active lifestyles and vibrant communities.
- Listen to and actively engage all people in shaping our work and the region's transportation infrastructure to ensure we are building a system that meets the needs of diverse users.
- Be fiscally, ethically, professionally, and environmentally responsible with our resources.
- Harness the power of the community and civic leaders to effect change through open communication, collaboration, building trust, and diverse engaged public participation.

We highly encourage you to learn about our organizations mission, vision, values and commitment to equity, as well as our strategic plan: <https://www.bikecleveland.org/about/mission/>

Bike Cleveland aligns its advocacy and education programs with social equity and community improvement and strives to embrace the power of a strong engaged membership to achieve its mission. Internally, our culture is collaborative and supportive encouraging risk-taking, excellence, and constant learning. You will work hard, have fun, and make a lasting impact on the community by lending your expertise to a variety of innovative projects.

## Position Description

The Outreach and Education Manager position is best for someone who is highly organized, likes to be in charge of their own projects, can manage many logistics at once, enjoys educating and working with others, connects the importance of engaging all people in our programs to carrying out our mission, can creatively solve problems, has a strong sense of social equity, is passionate



about promoting social mobility through transportation choices, and knows how to breathe deeply when managing stressful situations. This position will require working nights and weekends.

### **Position Duties**

#### **Education (40%)**

- Plan and Implement education programs, sometimes with partner organizations, that will get more people riding bikes. Can include riding classes, maintenance workshops or other programs as developed.
- Work with local businesses to host biking clinics and workshops to grow a network of bicycle friendly businesses.
- Work with communications staff to craft messaging around education programs and outreach strategies.

#### **Outreach (40%)**

- Plan and implement events and programs that engage Bike Cleveland in the community, including communities that are traditionally underserved.
- Develop a volunteer program that emphasizes recruiting, training, and retaining organization wide volunteers, as well as assessing new opportunities to develop volunteers and members through new programs or partnerships.
- Expand Bike Cleveland programs, ensuring that programs promote membership, grow volunteers, and advance our advocacy, education, and outreach goals.
- Develop volunteer incentive and appreciation programs.
- Staff tables at events to grow awareness of Bike Cleveland.

#### **Administrative/Other Duties (20%)**

- Inspire people to participate in and advocate for making Cleveland a safer place to ride a bike.
- Answer the phone, emails, attend meetings.
- Work on special projects as needed.
- Ability to work a varied, flexible schedule including several evenings and weekends.
- Staff volunteer/board committees

### **Experience and Qualifications**

The ideal candidate has:

- At least one year experience in organizing, educating, volunteer coordination, or related field.
- Comfort managing volunteers aged 12-65.
- Ability to work independently while managing multiple priorities.
- Ability to think strategically and be able to manage several projects at one time.
- High energy, great people skills, and an ability to have fun with work.
- Attention to detail and ability to follow through with tasks.



- Excellent written, presentation and verbal communications skills.
- Ability to network, build trust, and build working relationships with diverse groups.
- Proficient computer skills including social networking sites, word processing, website management and database software.
- A strong desire to make Greater Cleveland more bike-friendly.
- Ability to work both remotely and in an office setting.

We would really like you to have these extra qualifications:

- Bachelor's degree or equivalent experience.
- Experience working with Salesforce database software.
- Experience working on advocacy campaigns and an understanding of basics of the political process.
- Knowledge of Greater Cleveland and a comfort working in neighborhoods with low socio-economic conditions.
- Connections to organizations, businesses and communities in Cleveland, especially those who are not yet as engaged in bicycling activities.
- Knowledge of the economic, health, safety, social, and environmental benefits of bicycling and basic knowledge of how to improve bicycling.
- Proficient bike rider and a background that includes bikes either formally or informally.

### **Salary and benefits**

Depending on experience and skills the benefits package is between \$45,000-\$53,000 including health care, retirement contribution and paid vacation.

### **How to Apply**

For us to better understand why you are the best fit for this position, you need provide us with the following items sent to [jobs@bikecleveland.org](mailto:jobs@bikecleveland.org):

- Cover letter explaining your interest in the job as well as your qualifications
- Resume
- 3-5 References

**No hard copies or phone calls please.**

### **Commitment to Equity and Equal Opportunity**

Bike Cleveland's work is for people biking and walking in the Greater Cleveland area, with a focus on ensuring that our work addresses the needs of Greater Clevelanders who have historically been marginalized by transportation system decisions. Historical and systemic transportation policies and practices have created inequitable conditions and marginalized many in our community. Bike Cleveland is committed to challenging these historic transportation policies, its own history and practices, as well as that of our members and affiliates.



Bike Cleveland has a commitment to support diversity and equal opportunity in its services, administration, employment, and programs. In recruiting for our organization, we welcome the life experiences that are shaped in part by race, color, ethnicity, national origin, religion, education, gender, gender identity or expression, sexual orientation, genetics, disability, age, languages spoken, or veteran's status.