

JOB DESCRIPTIONS FOR BIKE SHARE EQUITY POSITIONS

Community Coordinator

The Community Coordinator will be responsible for developing and maintaining strong relationships with community groups and leading community engagement surrounding station planning and station activation. The work of the Community Coordinator will ensure equitable access to bike share through efforts designed to reduce financial, educational, and other barriers. This individual will also contribute to program and policy development and to outreach and marketing efforts generally. This individual may be asked to undertake other duties supporting equitable transportation programs as assigned.

ESSENTIAL FUNCTIONS

- Attend, organize, and convene events and meetings with community organizations to share information about Indego and to gather feedback on Indego station locations
- Proactively seek and work to develop new strategic partnerships
- Serve as ongoing liaison to partner organizations within service area
- Develop strategies and implement projects to enhance community engagement
- Conduct site visits and measurements to evaluate station locations
- Create draft site plan sketches to accurately communicate potential locations to community partners, City departments
- Collaborate closely with City departments and partner agencies on station planning and station activation
- Respond to telephone and email inquiries related to the bike share system
- Prepare reports and presentations for meetings or reviews, e.g., with funders
- Manage Ambassador Program, which includes the recruitment, hiring, training, and oversight of community ambassadors during the bike share season
- Provide oversight for the community engagement work of local Bicycle Coalition, the City's chosen bike share operator

COMPETENCIES, KNOWLEDGE, SKILLS, AND ABILITIES

REQUIRED

- Excellent communicator and listener, strong public speaker
- Able to quickly develop relationships with partners through prompt and thorough follow up and communication
- Strong analytical skills and creative problem solver
- Organized, with strong project management skills, excellent follow-through
- Culturally aware and comfortable working with diverse populations and stakeholders across the city
- Understanding of structural barriers to equitable participation in planning, and ability to develop and implement strategies and partnerships to encourage inclusiveness
- Ability to attend evening meetings across the city
- Proficiency with Microsoft Word, Excel, and PowerPoint.

STRONGLY PREFERRED

- Supervisory Experience
- Program or grant management experience
- Enthusiasm for bike share and other alternative transportation system



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