



## JOB DESCRIPTION

# Outreach and Training Coordinator

Local Motion is a Greater Burlington VT non-profit organization promoting people powered transportation and recreation for healthy and sustainable Vermont communities. Founded in 1999, our membership organization is going through an exciting growth phase as we expand our popular initiatives such as Complete Streets and Trails, Bicycle Recycle Vermont, bike ferry service, our Trailside Center, an online Trail Finder, and many outreach events. Building an active culture of bicycling and walking in Northwestern Vermont is the unifying passion of our 12 year-round and many part-time employees, our 14-member Board and our 1,000+ area members.

**Reports to:** Director of Advocacy and Education

**Directly Supervises:** Part-time event staff and numerous volunteers

**Classification/Hours:** Permanent, full-time salaried position

**Pay:** \$30,000 to \$35,000 commensurate with experience

**Hours:** Generally standard weekday hours, but with weekend and evening events required (note that Local Motion allows for flex and comp time)

**Benefits:** Medical coverage, vacation, retirement, flex & comp time, and other benefits as described in Local Motion's Personnel Policies

**General Description:** The Outreach and Training Coordinator is responsible for day-to-day management of a wide range of Local Motion initiatives, all of them focused on giving a wide range of Vermonters the information, skills, and confidence they need to walk and bike more often. The position involves both in-office work coordinating and scheduling events, trainings, and programs, as well as significant time in the field managing outreach work, assisting with trainings, and working with community partners. It is an exciting and rewarding job for someone who thrives in a fast-paced environment and loves working on a variety of different projects every day.

**Major areas of work:** Event organization and management, training program coordination, advocacy program support, and general administrative duties as needed

## RESPONSIBILITIES

### Outreach and Events

- Lead Local Motion's **active living outreach program**, including:
  - Identify and schedule opportunities to connect with a variety of target audiences via tabling at high-profile community events
  - Manage all outreach materials and resources, including displays, handouts, and so on
  - Recruit, train, and supervise a corps of outreach volunteers who are passionate about Local Motion's mission and who can make that mission relevant to the full diversity of northwest Vermont's population, including low-income families, new Americans, and more
  - Incorporate a range of fun activities into the outreach program, such as secure bike parking, the bike-powered carousel, bike-powered smoothies, and more
- Assist with Local Motion's **year-round events program**, including:
  - Work with the Development and Communications Manager to plan and manage a variety of fundraising and membership events
  - Assist other staff with signature Local Motion events such as Great Ice, Intervale XC Skiing, the Nor'easter Festival, Local Motion's Annual Meeting, and more

## Training

- Coordinate Local Motion's "**Bike Smart**" youth bike skills training program, including:
  - Handle all scheduling and logistics for Local Motion-led bike skills trainings
  - Coordinate and manage the bike skills training equipment loan program for schools
  - Manage all maintenance needs for the Bike Smart van, trailer, and bikes
  - Develop and manage materials and online resources to promote the program
- Coordinate Local Motion's **bike commuter training program**, including:
  - Handle all scheduling and logistics for bike commuter trainings
  - Assist with publicity and outreach for the 2012 Vermont Bike Challenge

## Advocacy

- Support Local Motion's **Safe Streets initiative**, including:
  - Schedule safe streets-related presentations and coordinate on-the-street actions and events
  - Recruit, coordinate, and supervise volunteers for a variety of safe streets-related projects
  - Assist with development of an online toolkit documenting our safe streets strategies
  - Develop, order, and manage all safety gear items (reflective legbands, bike lights, and the like) and printed materials
  - Maintain and publicize the Report Recklessness Hotline

## Program Administration and Promotion

- Track outreach, events, training, and advocacy grant deliverables and produce grant reports on a regular schedule
- Generate regular blog posts and newsletter articles to promote Local Motion's outreach, events, training, and advocacy programs
- Make regular updates to all outreach, events, training, and advocacy pages and resources on Local Motion's website ([www.localmotion.org](http://www.localmotion.org))
- Manage all outreach, events, training, and advocacy program files and records (electronic and hard copy)

## QUALIFICATIONS

- **Excellent written communication skills**, with an emphasis on fun and engaging writing appropriate for blog posts and newsletter articles
- An **enthusiastic, outgoing, friendly demeanor**, with the ability to put people immediately at ease and draw them in to Local Motion's programs
- A **can-do attitude** and a willingness to do whatever is needed to get the job done
- A **strong aptitude for managing a wide range of details** and sticking to deadlines while staying attuned to the big picture
- An **infectious passion for walking and biking** and for active transportation/recreation generally
- The **ability to recruit, train, motivate, and supervise volunteers** for a variety of ongoing functions
- Familiarity and ease **working with people from a range of cultural backgrounds**
- **Strong proficiency in all the standard computer applications**, including the Microsoft Office suite, Google Docs, basic web content management, and so on

- At least **three years' experience in a position with functionally equivalent responsibilities**, whether in a related field or something different that requires similar skills
- **A college degree in a relevant field is useful but not required**; the most important thing is a strong track record of practical experience that demonstrates the above qualities
- **Ability to lift 50 pounds** and engage in occasional sustained physical labor
- **Valid driver's license required** (though other modes of transportation are encouraged and supported!); ability to drive a 15-passenger van with a 20-foot cargo trailer in tow (or willingness to learn)
- **Ability to attend evening and weekend events**, with up to three per week in the warmer months

*Local Motion is an equal opportunity employer. Women and people of color are encouraged to apply.*