



Position Description

Active Bike Corridor Coordinator

The organization

Bicycle Colorado is a membership-driven 501(c)3 nonprofit that is building a movement to enhance the health and happiness of Colorado communities by making bicycling accessible and safe for all people in our state. We have worked toward better bicycling since 1992 and are recognized as one of the nation's most prominent organizations of its kind.

Bicycle Colorado passionately advocates for bicycle-friendly policies and infrastructure, and provides educational support to help kids and adults ride bicycles safely and with confidence. We also educate drivers to safely operate their vehicles in harmony with bicycles on the road.

Our team strives to fuel a passion for bicycling and bicycle advocacy in communities across the state, and we collaborate with a variety of constituent groups, including elected officials, government agencies, the bike industry, community organizations and other nonprofits. We encourage all applicants to learn more about our work at bicyclecolorado.org and review our core values; commitment to diversity, equity and inclusion; and full [Strategic Plan](#) before applying.

Our office is conveniently located just off the 16th Street Mall in LoDo near bike paths, rail lines and Union Station. Indoor bicycle parking is provided.

Active Bike Corridors and coordinator position

Our Active Bike Corridor (ABC) Coordinator will take on the challenge of increasing bike commuting in the Denver metro area by activating major on-street corridors into downtown through outreach, education and activities along the routes.

Essential responsibilities

- Leverage current partnerships and proactively build additional partnerships with municipalities, employers, businesses and residents along the Active Bike Corridors
- Deliver informative, interactive and engaging education and outreach to bicyclists and potential bicyclists along ABCs
- Plan and lead launch parties, workshops, demos, lessons and groups rides with support of education team and volunteers
- Recruit volunteers and build ambassador and bike buddy programs to support outreach efforts and new riders
- Develop surveys and tracking procedures to gather data and evaluate impact of ABC project on vehicle miles traveled (VMTs)

- Develop marketing materials and website in collaboration with communications manager
- Attend meetings and outreach events to increase awareness about the ABCs
- Track hours and manage budget and expenditures throughout grant
- Produce monthly progress reports and project evaluations
- Travel in Denver metro area
- Work flexible hours
- Participate in team meetings and contribute ideas to the mission and vision of the organization and education department

Skills and background

- Self-starter with strong time management, attention to detail and scheduling skills
- Strong passion for bicycling, active transportation and multi-modal options
- Strong understanding of on-street bicycle commuting, including defensive riding, legal and safe bicycling behavior, navigating bike infrastructure, route-finding and lane positioning
- Enthusiasm conducting outreach
- Confident public speaking skills and ability to engage audiences
- Project or program management experience
- Grant management experience
- Strong written and verbal communication skills
- Google Drive and general computer skills
- Vehicle for transportation
- Valid driver's license and safe driving record
- Ability to lift 40 pounds

Additional preferred skills and interests

- Experience working with diverse communities and contributing to positive health equity outcomes
- Continued interest in professional development and work to advance equity
- Sales and marketing
- Volunteer recruitment

Schedule: Half time (approximately 20 hours/week) for two years from January 2019 through December 2020. Hours will include some early mornings, evenings and weekends.

Compensation: Hourly rate in the low 20s and opportunity for benefits package.

How to apply: Candidates please email resume, cover letter and references to Bicycle Colorado education program manager Mo McCanna at maureen@bicyclecolorado.org. Please specify "ABC Coordinator" in the subject line of your email. No calls, please. We will begin reviewing applications on January 2nd and position will remain open until filled. Finalists for this position will be subject to a criminal background check.

Bicycle Colorado offers equal employment opportunity to all its applicants and employees.