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WWW.BIKELEAGUE.ORG

## Fall 2017 Bicycle Friendly America Internship Washington, DC

The League of American Bicyclists, a Washington DC-based advocacy organization representing the interests of the nation's 57 million cyclists, is seeking an intern to assist with the Bicycle Friendly America programs.

Each year, through its Bicycle Friendly America program, the League evaluates hundreds of applications from across the country, and designates Bronze, Silver, Gold, and Platinum-level Bicycle Friendly Communities, Businesses, and Universities. Learn more about the Bicycle Friendly America program at <http://bikeleague.org/bfa>.

### Position Overview

The BFA Intern will gain firsthand knowledge of the League's Bicycle Friendly America programs, and best practices in helping communities, businesses, and universities become great places for people of all ages and abilities to bicycle. Work includes: research and analysis of program data to identify and articulate best practices; production of applicant resources and program promotional materials; writing; website updates; database management, and general operations and administration assistance.

This internship offers a flexible schedule with ~10 hours/week commitment for up to 12 weeks, based in Washington, DC. We are happy to work with any academic requirements you may have to help you earn course credit for your efforts.

### Skills and Knowledge to be gained:

- Experience working with database and web content management systems (CMS)
- Knowledge of effective bicycle planning and policymaking for communities, businesses and universities
- Academic credit, by working with your academic program

### Minimum Qualifications:

- Strong attention to detail
- Familiarity with Excel, content management systems, and databases
- Strong research, writing, and editing skills
- Ability to work independently
- Enthusiasm for creating a more Bicycle Friendly America

### Helpful:

- Experience with Adobe InDesign or Illustrator a plus
- Experience with Salesforce a plus
- Experience with GIS Software a plus

**Hours:** ~10 /week (flexible)

**Length/Availability:** 8-12 weeks, beginning ASAP.

**Location:** Washington, DC (near Farragut Square)

**Stipend:** \$400-\$500 per month, based on hours worked

**How to Apply:** Please send a cover letter of interest and resume to [bfa@bikeleague.org](mailto:bfa@bikeleague.org) with **Fall 2017 BFA Intern Application** in the subject line.

**Applications are accepted on a rolling basis until the position is filled.**