



## **Job Title: Communications Coordinator**

Posted- February 1, 2021

### **Who We Are Looking For**

We are looking to add an exceptional, enthusiastic writer and editor to our team. The League is an association of individuals, organizations, and businesses powering the bike movement to improve lives and through better bicycling nationwide, in all communities. Supporting this network of advocates is at the core of the League's work; we amplify their voices for better bicycling at all levels, and inspire action through storytelling and communications. The ideal candidate will have a keen eye for using communications to strengthen the work to make bicycling a safe, comfortable, and accessible option for all people.

The Communications Coordinator will be based in the League's Washington, DC office, but currently and in the near future working remotely. The ideal candidate will have a strong sense for storytelling, and the ability to craft clear messaging that conveys policy ideas in everyday terms. A primary role will be liaising with program directors to implement the League's communications strategy led by the communications director. Specific responsibilities will focus on producing resources for advocates, disseminating information via multiple channels, and organizing resources online.

### **Responsibilities**

To support League programs under the direction of the communications director and program staff, the Communications Coordinator will:

- Support League programs by identifying story opportunities and writing content for the organization's blog, emails, press releases, and magazine
- Assist, in coordination with the communications director, the crafting and publishing of the League's magazine
- Help implement the League's communications strategy
- Revamp and update the League website [www.bikeleague.org](http://www.bikeleague.org) in coordination with the Communications Director
- Create and update applicant and advocate resources in support of the Bicycle Friendly America (BFA) Program Director
- Provide support for BFA and Active Transportation Leadership Institute webinars

### **Qualifications**

- Demonstrated ability to translate policy concepts and anecdotes into storytelling opportunities
- Experienced in story ideation, research, and creation on a deadline
- Strong attention to detail and editing skills
- Conversant in the benefits of bicycling and its connection to public health

- Familiarity utilizing social media channels and graphic design tools (Canva, Adobe, etc.)
- Comfortable learning new content management systems and editing web pages (Wordpress experience a plus)
- Self-starter who enjoys working in teams and also thrives working independently
- Video content creation skills a plus
- Enthusiasm for the League's mission to create a more Bicycle Friendly America for everyone and desire to help others do this work at the local level

### **Reporting Relationships, Compensation, and Benefits**

This position is based in the League's Washington, DC office but we are open to a full-time remote position for the right person. The Communication Coordinator reports to the Communications Director and will work closely with the Bicycle Friendly America and Policy Directors.

The expected salary range is \$40,000-\$48,000 annually

Benefits include: employer covered health/dental/vision insurance up to 80% of premiums; 100% employer covered life insurance, short-term and long-term disability insurance; vacation, sick, and personal leave; a 403(b) retirement plan including employer match; and a fun working environment with committed colleagues.

**Hours:** Full-Time (40 hours/week)

**Location: Temporarily remote,** Washington, DC (near Farragut Square). The League is open to a full-time remote position for the right candidate.

### **Application Instructions**

Please email a cover letter, resume, and two writing samples (plus any additional portfolio you wish to be considered) to [jobs@bikeleague.org](mailto:jobs@bikeleague.org) with *Communications Coordinator* in the subject line.

Position available immediately. Applications accepted until the position is filled.

### **About the League of American Bicyclists**

We believe bicycling brings people together. When more people ride bikes:

- Life is better for everyone;
- Communities are safer, stronger and better connected;
- Our nation is healthier, economically stronger, environmentally cleaner and more energy independent.

To create a more Bicycle Friendly America for everyone, local organizations, advocates, and members are the foundation for our success. Our job is to create tools that fuel local success, build a strong network of change-makers, and represent bicyclists on Capitol Hill to ensure more resources and better policies that will make bicycling safer, more comfortable, and open to all.

*The League of American Bicyclists is an equal opportunity employer and values diversity. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, veteran status, disability status, or any other applicable characteristics protected by law. All employment is decided on the basis of qualifications, merit and business need.*