



**Job Title:** Advocacy and Outreach Assistant (Full-time, Temporary for 6 months)

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

The League of American Bicyclists is looking for a policy teammate interested in working with state and local advocates and promoting bicycle-forward policy in Congress. The League of American Bicyclists amplifies the voices of everyone who bikes in the halls of Congress, to federal agencies, and with national partners in Washington D.C. This role assists in planning lobby meetings for our National Bike Summit and contributes to developing collateral around explaining new transportation programs. The ideal candidate will be personable and customer-focused, passionate about preparing local advocates to meet with Congress, and work to make bicycling a safe, comfortable, and accessible option for all people.

The ideal candidate will have a strong attention to detail, and the ability to work with state and local advocates and congressional offices. A primary role will be liaising with state and local advocates to set up lobby meetings with congressional offices and assisting in planning for the 2022 National Bike Summit in March. The position will also focus on researching policy issues and producing resources for advocates.

**Performance Period:** January - June, 2022

**Application Deadline:** requested by November 12, 2021

### **Job Responsibilities**

The Advocacy and Outreach Assistant will be responsible for:

- Helping prepare for the 2022 National Bike Summit set for March 27-30, 2022, including:
  - Being the chief policy contact for state and local advocates attending the Summit
  - Setting up in-person and virtual congressional meetings for Summit attendees
  - Working collaboratively with the entire League team to deliver an outstanding Summit experience for our attendees.
- Writing fact sheets, action alerts and blogs on key bicycling issues for use with Congress.
- Researching policy options and opportunities to promote safer bicycling. Collect and analyze data on bicycling safety and trends.
- Assisting the policy team in setting up and attending webinars, meetings, and other outreach.

- General help needed with advocacy and analysis of transportation, health and climate issues in Congress.

### **Qualifications**

- Strong organizational skills and ability to meet deadlines
- Ability to communicate effectively with people of all ages, abilities, cultural backgrounds, political affiliations, economic status, gender identities, and sexual orientations
- Strong writing, presentation, and communication skills
- Self-starter who enjoys working in teams and also thrives working independently
- 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
- Interest in the federal policy process with a strong preference for knowledge of transportation policy issues
- Experience with design or publishing platforms or applications

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

This position is based in the League's Washington, DC, office but may be remote if work can be completed during Eastern time zone office hours. The Outreach and Advocacy Coordinator reports to the Deputy Executive Director and may also work with the Policy Director.

The expected salary range is \$17-20/ hour up to \$20,000 over a 6 month period.

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.

### **Application Instructions**

Please email a cover letter, resume, and one short (400 words or less) writing sample to [jobs@bikeleague.org](mailto:jobs@bikeleague.org) with *Advocacy and Outreach Coordinator* in the subject line.

### **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.

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

To create a more Bicycle Friendly America for everyone, local organizations, volunteers and members are the foundation for our success. Our job is to create tools that fuel local success while representing 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 committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.*