



## Bicycle Friendly Community Specialist

The League of American Bicyclists seeks a new member of the Bicycle Friendly America<sup>SM</sup> Program Team to provide direct, hands-on assessments and assistance to 100 communities nationwide annually. The Specialist accomplishes this by travelling across the Country and spreading biking goodwill. The Bicycle Friendly Community program provides a roadmap to improve conditions for bicycling and has recognized 259 communities in 47 states as BFCs.

### Responsibilities:

The BFC Specialist will work collaboratively with the BFA Program Team, membership and Trek retailers to lead hands-on workshops across the country. Successful candidates will have a connection to bicycling, experience facilitating groups, knowledge of nonprofit organizations, be resourceful and solutions-oriented and demonstrate effective leadership with diverse stakeholders. Possess a demonstrated history of success working both independently and as part of a team. Proven ability to collaborate and work successfully with multiple constituents to deliver and improve programs and initiatives. Given the amount of travel required for this position, the League believes that there would be a strong likelihood of the ideal candidate spending 1-2 years in this role before transitioning into a programmatic role within the Organization that would not require significant travel. Urban planning/design/engineering experience is a plus.

The Bicycle Friendly Community Specialist plans and coordinates all aspects of the League's BFC Visits including the following essential duties and responsibilities:

- Plans and coordinates BFC Visits: In selected cities, works directly with city staff, local bike advocates, Trek retailers and other stakeholders to plan and coordinate a BFC Visit
- Conducts BFC Visit: Conduct a bike program and network assessment; community bike learning tour with stakeholders and decision makers; action planning session and follow-up report for participants
- Official reporting: Will produce in depth reports on current network conditions along with bike programs, policies and projects.
- Produces blog posts, photos and social media material to promote the BFC Visits
- Participate on BFC Review Team: Serves as a reviewer for BFC Applications twice a year.

### Requirements

Ideal candidates will have the following skills and experience:

- Ability to travel extensively (75-90 city visits per year)

- Knowledge of and experience in what it takes to build Bicycle Friendly Communities
- Knowledge of and experience with the local government decision making process
- Great social skills and ability to answer questions on the spot
- Critical assessment tools necessary for providing on-the-ground feedback and follow-up reports
- Experience managing travel, meeting planning and group facilitation
- Self-driven, ability to work with little supervision
- Strong writing and communication skills with an ability to meet assigned deadlines
- Minimum of two years in related experience

**Program Specialist will report to the Vice President, Programs. Salary is based on experience. The League offers a generous benefits package. Interested candidates may submit a personalized cover letter and resume to [bill@bikeleague.org](mailto:bill@bikeleague.org). Applications are due by September 16th.**