



Fall 2015 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 and membership programs.

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WWW.BIKELEAGUE.ORG

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 States, Communities, Businesses, and Universities. Learn more about the Bicycle Friendly America program at <http://bikeleague.org/bfa>. Learn more about the League's membership program at <http://bikeleague.org/join>.

Position Overview

The BFA Intern will gain firsthand knowledge of the League's Bicycle Friendly America and membership programs, and best practices in helping communities, businesses, and universities become great places for people of all ages and abilities to bicycle. Work includes production of promotional materials, data entry, organization, analysis, writing, website updates, and general operations and administration assistance.

This internship offers a flexible schedule with 12-24 hours/week commitment for up to 15 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 and Salesforce a plus

Hours: 12/week minimum, 24/week maximum

Stipend: \$500-\$1,000 per month, depending on hours worked

Length/Availability: 10-15 weeks

Start Date: August 24, 2015 (flexible)

End Date: December 18, 2015 (flexible)

How to Apply: Please send a cover letter of interest, resume, and writing sample to bill@bikeleague.org with **Fall 2015 BFA Intern Application** in the subject line.

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