



**Job Title:** Policy Specialist

**Who We Are Looking For**

The League of American Bicyclists is looking for a policy teammate enthusiastic about working with bike advocates to create safe streets for all, especially through initiatives that reduce motor-vehicle speeds. The League amplifies the voices of everyone who bikes in the halls of Congress, to federal agencies, with national partners in Washington D.C. and develops and supports changemakers throughout the nation to build a bicycle-friendly America for Everyone.

This new team member will assist in compiling and publishing data, coordinating with advocates, and contributing to developing resources to advance bicyclist safety. The ideal candidate will be passionate about working with and learning from state and local advocates, and working to make bicycling a safe and comfortable option for all people.

The ideal candidate will have a strong attention to detail and the ability to work with state and local advocates, agency staff, and policy makers. A primary role will be helping state advocates with speed limit policy and infrastructure implementation under the Infrastructure Investment and Jobs Act. The position will produce research on policy issues, resources for advocates, and support campaign and policy development with the policy director.

**Job Responsibilities**

The Policy Specialist will be responsible for:

- Promoting investments in safer bicycling infrastructure, specifically through increasing state and local use of NHTSA funding for bicycling projects, lowering speed limits, and getting projects into plans.
- Writing fact sheets, action alerts and blogs on key bicycling issues.
- Engaging with local and statewide advocates and other local partners to share information and resources, as well as to solicit input and feedback.
- Supporting the day-to-day operations of the federal, state, local policy programming, including working with partner advocates and organizations, coordinating with the Bicycle Friendly America team, and providing timely research on policy issues.
- Researching and producing resources for a safety campaign emphasizing the need for people-oriented street design, including slower vehicular speed limits.

- Assisting the policy team in setting up and attending webinars, meetings, and other outreach.
- Collaborating with League communications, membership, and program staff.
- General assistance with advocacy and analysis of transportation safety issues.

### **Qualifications**

- Strong organizational skills and ability to meet deadlines.
- Strong writing and communication skills.
- Ability to communicate effectively with people of all ages, abilities, cultural backgrounds, political affiliations, economic status, gender identities, and sexual orientations.
- Attention to detail when querying, compiling, and analyzing data.
- Experience with spreadsheets, ability to publish using Wordpress, and ability to learn new programs and applications quickly.
- Self-starter who enjoys working in a small team environment, who can quickly and accurately follow instructions, and asks questions to understand how to improve our work.
- Interest in the federal, state, and local policy processes with a strong preference for knowledge of transportation policy issues.
- Enthusiasm for the League's mission to create a more Bicycle Friendly America for everyone and desire to help others understand and improve bicycle-related policies.

### **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 Policy Specialist reports to the Policy Director, who is a remote employee in the Eastern time zone.

The expected salary range is \$48,000-\$55,000 annually, commensurate with experience. This grant-dependent position is currently funded full-time through 2023 with strong potential to be longer term.

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 *Policy Specialist* in the subject line.

Application Deadline: September 21, 2022. Position available immediately. Interviews may be offered before the application deadline.

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

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

- People are happier and healthier,
- Our Communities are safer, stronger, and better connected,
- Our Nation is socially and economically stronger,
- Our Environment is more protected and we are slowing climate change

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

Since 1880, the League of American Bicyclists has been people-powered, with a goal to make bicycling safer and easier as a means of transportation and recreation. Today, the League continues to improve lives and

strengthen communities through bicycling. We are more than 200,000 members and supporters strong with more than 1,000 state and local advocacy groups and bike clubs as well as thousands of businesses, universities, and communities together leading the movement to create a Bicycle Friendly America for everyone.

*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.*