



Los Angeles County Bicycle Coalition
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Los Angeles County Bicycle Coalition Job Description Policy & Outreach Coordinator

Job Title: Policy & Outreach Coordinator

Classification: Full-time exempt position

Summary: The Policy & Outreach Coordinator plays an important role in developing and communicating LACBC's infrastructure campaigns and policy platform. They are responsible for the management and delivery of campaigns work, policy-related projects, local advocacy support functions, and coordination of community events and rides. They will build partnerships with diverse individuals, community-based and neighborhood organizations, and local businesses to advocate for improved bicycle (and pedestrian) infrastructure and policies. Specific attention will be provided to improve infrastructure in lower-income communities with high rates of transit and bicycle dependence. They will partner with public agency staff to advance bicycle and pedestrian planning, projects, and programs in targeted areas within Los Angeles County, including developing resources, conducting and facilitating trainings, and providing strategic advice to agency staff and nonprofit partners. They will also be responsible for reviewing local planning and policy documents, including Environmental Impact Reports, and representing the perspective of LACBC and the broader bicycling community. The Policy & Outreach Coordinator reports to the Planning & Policy Director.

Qualifications:

- Bachelor's degree required.
- Fluency in Spanish highly preferred.
- Master's degree in Urban Planning or equivalent work experience (2-5 years) in the fields of urban planning, environmental policy, environmental justice and/or community development preferred.
- Individuals with relevant planning or project management experience strongly encouraged to apply.
- Willingness to work after hours and weekends when necessary and ability to work independently.
- Excellent written and verbal communication skills.
- Experience in meeting facilitation.
- Knowledge of bicycle & pedestrian planning and/or engineering.
- Knowledge of equity and environmental justice as related to planning, transportation, and land use.
- Ability to be a public speaker, comfortable presenting in front of large groups
- Self motivated, creative, detail-oriented and energetic.
- Demonstrated commitment to environmental justice, the bicycle movement, and smart growth.
- Experience working in low-income communities of color preferred.



- Experience with coalition-building to support projects and/or create policy changes.
- Experience supervising complex campaigns with multiple stakeholders and organizing/motivating volunteers and groups.
- Familiarity with Los Angeles politics, council offices, and agencies preferred.
- Knowledge of local and regional transportation governance processes preferred.
- Proficiency with MS Office software required. Adobe and/or GIS skills strongly recommended.

Background:

The Los Angeles County Bicycle Coalition (LACBC) is a nonprofit organization that promotes bicycling for transportation and recreation throughout LA County's 88 cities through advocacy, education and outreach. Founded in 1998, LACBC brings together the diverse bicycling community in a united mission to improve the bicycling environment and quality of life for the entire region. Our vision is to improve the built environment in Los Angeles County, so that all bicyclists--low-income, commuter, recreational, families, and women--can safely navigate our streets. For more info, visit our website at: www.la-bike.org.

Annual Salary: The position offers a competitive annual salary based on experience.

Key Responsibilities:

The Policy & Outreach Coordinator is primarily responsible for advancing LACBC's strategic initiatives in low-income communities of color, including, but not limited to, Active Streets Los Angeles and RideSELA. Duties include direct communication with public agencies and nonprofit partners, LACBC members and volunteers, and the general public about bicyclists' needs, design issues, priorities and more. The Policy & Outreach Coordinator will cultivate relationships in targeted communities to promote walking and bicycling through programmatic, infrastructure, and policy changes.

Infrastructure Campaigns

- Reach out to diverse organizations and individuals to raise awareness and support for bicycle infrastructure projects beyond the traditional supporters to also include neighborhood councils, homeowner associations and block clubs, and housing, equity, education, youth, environmental, and public health advocates.
- Be a coalition builder. Develop local champions and strong peer relationships throughout the city that will help ensure successful campaigns and implementation of the bicycle plan.
- Organize and convene campaign meetings including the development of agendas and meeting notes.
- Identify and document best practices regarding: funding, equity, programmatic success and more. Work to foster and highlight successes and challenges in Los Angeles County and ensure those stories are being shared with LACBC members, the broader community, and policy makers.
- Work with other local advocates and community stakeholders to build support for Mobility Plan 2035, Safe Routes to School Strategic Plan, bicycle, pedestrian, and transit projects and programs in the City of Los Angeles.



Policy Advancement

- Advocate for transportation policies through meetings with elected officials and mobilizing grassroots membership on these issues.
- Access appropriate data sets and analyze them to support specific projects and broader policy decisions.
- Support periodic citywide and targeted bicycle and pedestrian counts.
- Learn the policy landscape governing transportation decision-making and work to implement state and regional policy in local communities.
- Support the development of policies and strategies to advance active transportation and transportation equity issues.
- Understand transportation funding in Los Angeles County and California and support the Planning & Policy Director in advocating for increased funding for bicycle and pedestrian infrastructure in Los Angeles County.
- Draw connections to transportation policy from land use, health, environment, education, economics, etc.
- Educate stakeholders on the positive benefits of bicycling and walking and the impacts of transportation and land use on health and safety.

Strategic Programs and Local Technical Assistance

- Complement LACBC's Local Advocacy Strategy by developing strategic partnerships with public agency and community-based partners.
- Establish regular communications with professional practitioners throughout the county to promote innovation in planning, policy, and infrastructure.
- Manage strategic local initiatives, including Active Streets Los Angeles and RideSELA, to promote equity in low-income communities of color.
- Conduct original research (including GIS analysis) and publish reports to advance LACBC's policy agenda.

LACBC Organizational Team Work

- Respond quickly to emails, attend regular staff meetings, and keep regular records.
- Recruit, train, and supervise interns.
- Attend staff retreats and conferences as requested.
- Respond to requests from your supervisor for special projects, as needed.
- Participate in fundraising efforts for the organization and to sustain this position.
- Work as a team player to fulfill the missions and goals of the Los Angeles County Bicycle Coalition.

How to Apply:

Qualified candidates, please email resume, cover letter, a writing sample, salary history, and references to Tamika@la-bike.org by Friday, September 23, 2016. Please include "Policy & Outreach Coordinator" in the subject line. No calls, please.



Los Angeles County Bicycle Coalition is an equal employment opportunity employer and strongly encourages diverse candidates to apply. LACBC does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity, (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.