



Los Angeles County Bicycle Coalition
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www.la-bike.org

Los Angeles County Bicycle Coalition Job Description Organizing Director

Job Title: Organizing Director

Classification: Full-time exempt position

Summary: The Organizing Director works with other members of the programs department to develop LACBC's on-the-ground presence in local communities where LACBC has campaigns and programs. They are responsible for engaging and cultivating local supporters, raising the profile of LACBC's work in priority neighborhoods, mobilizing supporters of safe and equitable streets, and shaping LACBC's approach to reflect local input and experience. They will work on mobilizing members related to new and ongoing (e.g., Vision Zero, Mobility Plan, etc.) campaigns.

The Organizing Director plays an important role in developing and communicating LACBC's infrastructure campaigns and policy platform, including cultivating local leaders to communicate the importance of LACBC's work. They are responsible for overseeing the LACBC local chapter program, conducting campaigns work, 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. The Organizing Director will focus their work in lower-income communities with high rates of transit and bicycle dependence. They will work closely with partner organizations and build new relationships with other organizations to further LACBC's reach beyond traditional bicycling spaces.

They must represent the organization with a high level of professionalism, organization, and friendliness. The Organizing Director will supervise the Policy & Outreach Coordinator who oversees our local chapter system, as well as potential future organizing department hires. The Organizing Director reports to the Senior Programs Director.

Qualifications:

- 1-3 years of work experience in the fields of urban planning, environmental policy, environmental justice, political campaigns, and/or community organizing required. (Degree in Urban Planning, Public Policy, Law, or related field may substitute for two years of work experience.)
- Individuals with experience working in low-income communities of color strongly encouraged to apply.
- Bachelor's degree preferred.
- Must be self-motivated, creative, detail-oriented and energetic.
- Excellent verbal and written communication skills.
- Ability to be a public speaker; comfortable presenting in front of large groups.
- Fluency in second language strongly preferred.
- Demonstrated commitment to social justice, environmental justice, the bicycle movement, and/or smart growth.



- Experience with coalition-building to support projects and/or create policy changes.
- Experience working on complex campaigns with multiple stakeholders and organizing/motivating volunteers and groups.
- Familiarity with bicycle & pedestrian issues.
- Familiarity with equity and environmental justice as related to planning, transportation, and land use.
- Familiarity with Los Angeles City and/or County politics preferred.
- Proficiency with Microsoft Office suite and Google applications required. Adobe Photoshop and/or Illustrator skills preferred.
- Ability and willingness to work in a fast-paced work environment. Willingness to work after hours and weekends when necessary and ability to work independently.
- Must thrive on change, innovation, and teamwork.

Background:

The Los Angeles County Bicycle Coalition (LACBC) is a nonprofit organization that promotes bicycling for transportation and recreation throughout L.A. 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 Organizing Director is primarily responsible for growing LACBC's visibility in communities, cultivating community residents as advocates, and supporting LACBC's strategic initiatives in low-income communities of color, including Active Streets Los Angeles and LACBC's Southeast Los Angeles advocacy and outreach campaign. Duties include direct communication with partner organizations, LACBC members and volunteers, and the general public about bicyclists' needs, community priorities, and more. The Organizing Director will cultivate relationships in communities to promote walking and bicycling through programmatic, infrastructure, and policy changes.

Campaigns and Strategic Initiatives

- Outreach 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.
- Build coalitions and develop local champions and strong peer relationships throughout the county that will help ensure successful campaigns and programs.
- Educate stakeholders on the positive benefits of bicycling and walking and the impacts of transportation and land use on health and safety.



- Identify and document community residents' perspectives and mobility needs. Work to 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 and mobilize support for funding and implementation of Mobility Plan 2035, the Safe Routes to School Strategic Plan, bicycle, pedestrian, and transit projects and programs.
- Organize and convene campaign meetings including the development of agendas and meeting notes.
- Organize community events and bike rides to engage residents and generate enthusiasm for campaigns and programs.
- Use social media. Educate and engage LACBC members and the broader community through blogging, Facebook, live-tweeting meetings, etc.
- Support periodic citywide and targeted bicycle and pedestrian counts.
- Coordinate with Membership Manager to develop community organizing strategy that integrates membership growth.

Local Advocacy Strategy & Community Organizing

- Serve the existing local chapters by supervising the organization of regular Regional Caucus meetings, hosting trainings, developing supporting materials, and providing guidance on campaigns.
- Develop and co-power local champions. Work to grow the Local Chapter Program and engage local advocates by educating community members about planning, developing and sustaining campaigns, how to get involved with their city councils and local elected leaders, how to convene community and campaign meetings, etc.
- Identify outreach opportunities to further promote the Local Chapter and Neighborhood Bike Ambassador programs.

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.
- Other responsibilities as assigned.

How to Apply:

Qualified candidates, please email resume, cover letter, salary history, and references to Tamika@la-bike.org by Friday, December 16th, 2016. Please include "Organizing Director" 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.