



LOCAL MOTION INC.

Community Technical Assistance Manager

POSITION OVERVIEW

The Community Technical Assistance Manager is Local Motion's lead for all our work with municipal, regional, and state partners, with a focus on building consensus around and supporting implementation of practical strategies for improving on-the-ground conditions for biking and walking. This position collaborates with our community partners to prioritize bike-walk improvements and implement strategies for accelerating the pace of change. Using the "[Quick Builds for Better Streets](#)" model as a framework, the Technical Assistance Manager works to move plans off the shelf and onto the street through temporary, low-cost installations that open the door to (and build support for) permanent change.

This position is a partnership with [Team Better Block](#), a national organization that helps communities design and lead projects to make public spaces more people-friendly. As a "New England Better Block Fellow," the Technical Assistance Manager will draw on Team Better Block's national reach and proven strategies to optimize project design and delivery here in Vermont. The position will include national-level training as well as opportunities to engage in projects across New England as time and resources allow.

RESPONSIBILITIES

- 1. Develop resources and trainings related to best practices for improving conditions for biking and walking.** Track national best practices in bike and walk infrastructure planning and design. Develop Vermont-specific guidance and/or adapt national guidance as needed to support local partners. Maintain a library of related resources and links on Local Motion's website. Design and/or publicize trainings and other opportunities to assist local partners with increasing their knowledge and capacity.
- 2. Build a statewide network of local contacts and collaborators and provide them with guidance and support.** Proactively procure and regularly update contact information for a wide range of local contacts relevant to this position, including bike-walk committee members, planning commission members, selectboard members, and the like, and manage that information via Local Motion's database in ways that facilitate targeted communications. Create and distribute regular newsletters and other updates for local contacts with information about Local Motion resources, funding opportunities, new standards and guidance, and the like.
- 3. Assist local bike and walk committees with goal-setting and project planning.** Maintain and regularly update a list of communities that have indicated a strong commitment to improving conditions for biking and walking, and meet regularly with or otherwise engage with committees in those communities to advise them on goals, strategies, and projects. Assist those committees in the development and implementation of local "Walk-Bike Action Plans" that identify near-term, low-cost actions for better walking and biking.
- 4. Help a wide range of local partners plan, lead, and follow up on pop-up demonstration projects.** Work with both local committees and other partners to identify high-impact opportunities for pop-up demonstration projects. Design pop-up projects in collaboration with



local partners and support their implementation of such projects via Local Motion's [pop-up project mobile support unit](#). Assist partners with maximizing the long-term impact of pop-ups through effective outreach strategies and planning for mid-term pilot projects.

5. **Provide technical assistance and project plan review for municipalities, regional planning commissions, and the Vermont Agency of Transportation (VTrans).** Provide on-demand review of transportation and development project plans for local, regional, and state partners, with the goal of providing them with actionable changes to a project's design or process that will increase its positive impact related to walking and biking. Proactively request and review plans for transportation infrastructure projects on high-priority roads for bicycling, with the goal of closing key gaps in regional bicycling routes and supporting the emergence of a statewide bike network.
6. **Engage directly with VTrans and other regional and state partners on plans, policies, and standards that affect biking and walking.** Assist VTrans with updates to state road design standards, development of new engineering instructions related to bike and walk infrastructure, changes to internal agency practices so as to improve walk- and bike-related outcomes, and more. Engage with other state agencies and with state and regional nonprofits on a variety of projects related to bike- and walk-related policies and practices (such as Complete Streets training). Provide technical guidance for Local Motion's state legislative advocacy.
7. **Track projects and trends statewide that relate to biking and walking.** Maintain a running inventory via Local Motion's database and website of the current status of projects that contribute to the emergence of a statewide bike network. Document significant bike- and walk-related improvements that Local Motion helped to make possible via case studies on Local Motion's website. Track key data trends related to bike and walk mode share, public opinion about biking and walking, and the like.

QUALIFICATIONS

- **Advanced training and at least 3 years' professional experience in transportation planning, community design, or a related field,** with evidence of both technical expertise and community engagement skills
- **Passion for bikes and biking and for vibrant, people-centric communities,** with a demonstrated and longstanding personal commitment to walking and biking as part of daily life
- **Excellent speaking and facilitation skills,** in particular the ability to listen, manage conflicts, and seek consensus in both individual and group settings
- **A strong design sense,** with technical design skills a plus (Google Maps, SketchUp, ArcGIS, Adobe Photoshop/Illustrator/Indesign)
- **Ability to work independently with little day-to-day supervision,** as well as collaborate effectively with a team of peers and delegate tasks
- **Excellent organizational skills and attention to detail,** with a demonstrated ability to track multiple projects as well as engage reliably and consistently with a wide range of partners
- **Proficiency with all standard office software,** along with solid writing skills and familiarity with spreadsheets
- **Willingness to travel around Vermont** (approximately 10%-25% of job), including occasional overnight trips
- **Valid driver's license and a reliable access to a vehicle,** as well as the ability to lift 50 pounds



COMPENSATION

This is a non-exempt full-time hourly position with a flexible work schedule. Starting wage is \$18 to \$21 per hour depending on experience, plus paid time off, a medical subsidy, and a retirement plan upon qualification.

REPORTING

This position reports to the Executive Director. The Community Technical Assistance Manager works as a team with the Business Partnerships Manager, Education & Volunteer Manager, and Community Engagement Coordinator.

TO APPLY

Please send cover letter, resume, and three recent work references to jobs@localmotion.org

About Local Motion

[Local Motion](#) is a statewide non-profit organization based in Burlington, Vermont whose mission is to build a better Vermont through biking and walking. Founded in 1999 to reconnect the Island Line Rail Trail from Burlington to the Lake Champlain Islands, the organization has expanded to focus on four key goals:

1. Making biking and walking in Vermont safe, accessible and fun
2. Helping Vermont communities become better places to bike and walk
3. Inspiring people across Vermont to bike and walk
4. Leading a movement for a bikeable, walkable Vermont

With these goals in mind, we work at the local and state levels to advocate for better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with VTrans, DMV, and law enforcement to improve on-road safety, inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities, and more.

Together, our year-round staff of twelve, our team of seasonal employees, our board of directors, our 200+ volunteers, and our more than 1,500 members are building a culture of bicycling and walking throughout Vermont. Learn more about us and read our 2017-21 strategic plan at www.localmotion.org/strategicplan.

Local Motion is an equal opportunity employer.