



## Job Information

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**Job Title:** Schools Programs Coordinator/Manager

**Position Type:** Full-Time Salaried, with benefits

## Job Summary

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Do you believe Nashville's streets should be safe, inclusive, and accessible to all? Do you love working with students? Are you passionate about environmental education? Are you excited to collaborate with Nashville schools to ensure students have the ability to safely move around their community and have places to be active? Are you committed to mobility and environmental justice?

Walk Bike Nashville is a 501(c)3 nonprofit with a mission to make the Nashville area more walkable, bikeable, and liveable. We believe that Nashville's streets should be safe and accessible to all, and that all Nashvillians should be able to move through our city with dignity, even if they aren't in a car.

We are seeking a Schools Programs Coordinator/Manager to join our team and lead our in-school programs. We are interested in hiring either at the Coordinator or Manager level, depending on experience and ability. This position will help lead an exciting new program expansion funded by a Congestion Mitigation and Air Quality grant from the TN Department of Transportation (TDOT) focused on reducing car trips around schools. Responsibilities will include building relationships with partners within the Metro Nashville Public School System (MNPS); designing and implementing programming to increase walking and bicycling to/from schools; designing a student lead air quality monitoring project at schools, and managing other in school educational programs. This position will work closely with our Education Coordinator to execute the programming.

This position will play an important role in our organization's continued effort to execute and build on our [Strategic Plan and Anti-Racism Plan](#). In selecting focus schools we prioritize school demographics, economics, and geography as part of our focus on mobility justice. We believe transportation investments -- including within schools -- should remove barriers to mobility and prioritize the needs of Black, Indigenous, people of color (BIPOC) and low-income people who stand to gain the most from our efforts. This position will not only help us focus our efforts on communities that have been most impacted by environmental injustices or lack of access to safe transportation options, we also want to ensure this work ties into our broader advocacy efforts for better, safer streets for all.

**Initial projects for this role include**

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- 1) **Safe Routes to Schools:** Safe Routes to Schools is our program to increase walking and bicycling by students within the Metro Nashville Public Schools System (MNPS). This program currently works with 4-8 "focus schools" each year – which allows for in depth customized programming and partnership at each school. Possible programs include bicycle education, student surveys, walking competitions, custom maps, community walk audits, and walking/bicycling clubs. We typically work with mostly elementary and middle schools, and collaborate with the MNPS Office of Coordinated School Health to select focus schools.

This position will work closely with staff at each school to determine which programming will work best for each community. They will then work with our Education Coordinator to plan and execute this collaborative and creative programming, and track the success of the various programs. We anticipate this position will focus on the programs within the school -- including placing air quality monitors and developing related school programs, conducting student travel surveys, walking/biking competitions, and creating custom walking maps. Our Education Coordinator will support this work and lead on bike rodeos, walk/bike clubs, and other programs in the surrounding communities. This position will require extensive collaboration with partners at MNPS central and at our partner schools.

- 2) **Environmental Education:** We recently won a grant to develop an environmental education component of our school's programming focused on studying the impact of school traffic on localized air quality. This position will help create this new part of our schools programming. This will include developing a localized air quality monitoring program at our focus schools, and supporting a student and community led analysis of the impact of school car traffic on air quality around schools. This position will then work with community and school partners to develop an educational curriculum around this air quality data.
- 3) **CMAQ Grant Management:** Walk Bike Nashville recently received a Congestion, Mitigation, and Air Quality (CMAQ) grant from the TN Department of Transportation for this program. This position will be responsible for managing this program and related grant reports.
- 4) **Community Outreach:** This position will also be part of our work to develop new partnerships with people and groups in and around the focus schools who are also working to address education, environmental justice, public space, and transportation issues.
- 5) **Other programs and roles as assigned.** Walk Bike Nashville is a small organization and all staff are expected to help with various elements of the organization's work.

## Qualifications

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The successful candidate will meet the following qualifications:

- **Experience:**
  - 2-5+ years previous employment experience with teaching, working within schools, working with youth, non-profit program management, environmental education, environmental justice, grassroots organizing or similar field.
  - Experience with anti-racism efforts and/or working in predominantly communities of color.

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- **Knowledge:** Knowledge of MNPS school system K-12 education, and/or nonprofit program management desired. Background in bicycling, walking or transportation not required.
- **Personal Attributes:**
  - Enthusiasm to work with students and support partners within MNPS
  - Desire to engage diverse communities in active transportation, walking and bicycling
  - Outgoing personality and ability to build relationships and trust with diverse communities reflected in Nashville's public-school system
  - Experience and comfort working in racially and economically diverse communities
  - Ability to plan, execute, manage and evaluate programs
  - Ability to organize and empower volunteers
  - Ability to represent Walk Bike Nashville at public meetings and events
  - Strong verbal and written communication.
  - Self-motivator who is able and excited to work in a less structured environment
  - Works independently and collaboratively
  - Excellent time management skills and the ability to execute plans under tight deadlines
  - Has integrity, dedication, drive, diplomacy
  - Fluent in Spanish, African American Vernacular English, Kurdish or Arabic or other languages present in MNPS schools desired
- **Preferred Attributes (not required)**
  - Knowledge of, or relationship with, Metro Nashville Public Schools
  - Knowledge or interest in air quality and/or environmental education
  - Teaching ability
  - Experience using software such as: Eventbrite, Nationbuilder, Microsoft, and Google Suite
  - Knowledge of the biking and walking community in Nashville
  - Experience with, or knowledge of, walking or bicycling education

## Values

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Walk Bike Nashville is driven by its values. As an employee of Walk Bike Nashville, you are required to exemplify these values daily.

**Community Oriented:** our work should reflect and respect the needs and differences of the communities of Nashville in which we work

- Inclusive -- we want to be intentionally inclusive in building a community
- Grassroots -- We believe in the power of the people to change their community and work to be civic enablers, while always respecting our elected and appointed city leaders
- Powered by our People: members and volunteers are a critical part of our success



**Transportation Equity** -- we believe transportation investments should remove barriers to mobility and prioritize the needs of Black, Indigenous, people of color (BIPOC) and low-income people who stand to gain the most from better service.

**Environmental Sustainability** -- We believe our actions should be sustainable and respect our environment.

**Vanguards** -- We are innovative and forward-looking, willing to make mistakes

- **Insistent but optimistic** -- We are respectful, but assertive when we need to be. We are passionate and believe in the potential for positive change, while also acknowledging the extent of our transportation challenges.
- **Reflective and Data-Driven** -- We intentionally pursue personal excellence through positive self-criticism. We seek to be subject matter experts, and use data backed by personal narratives or experiences from those who have the most at stake.

#### **Compensation, Hours, Benefits**

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- **Employment Classification:** Full-time, exempt
- **Salary Range:** \$35,000 - \$45,000 Salary dependent on experience
  - Note we are interested in either hiring at the Coordinator or Manager level, depending on experience and ability.
- **Continuing Education:** We are committed to supporting the growth of all staff through professional development. We have funds set aside to support staff for this purpose.
- **Benefits:** Health Insurance; dental insurance; and generous paid time off (all full-time staff start with 15 days paid leave per year, plus all state holidays, plus the week between Christmas and New Years)
- **Hours:** Walk Bike Nashville supports a flexible work environment and prioritizes work-life balance. About 40 hours a week are expected from full-time staff. Some weekend or evening hours will be required to host events, community meetings, or programs
- **Location:** Walk Bike Nashville is currently working remotely due to Covid-19. We will return to some shared time at our office at 1 S 7<sup>th</sup> Street when public health guidance allows. Some remote work will continue to be allowed post-Covid.

#### **TO APPLY:**

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Please send a resume, one-page cover letter, and three references to [jobs@walkbikenashville.org](mailto:jobs@walkbikenashville.org). We will not contact your references without your permission.

Please combine all three documents into a single pdf and save with your name and the job you are applying for in the file name.

# WALK BIKE NASHVILLE

In your cover letter please explain why you are interested in this position with Walk Bike Nashville, your relevant past experience and qualifications, and what you think you can bring to the Walk Bike team.

We will accept applications on a rolling basis and hope to review most applications before June 1, 2021.