



Youth & Community Engagement Coordinator Job Description

Application deadline: October 21, 2016, 5 PM

About California Walks:

California Walks (Cal Walks) is the statewide voice for pedestrian safety & healthy, walkable communities for people of all ages & abilities. Cal Walks partners with state agencies, organizations, and community members to establish and strengthen policies, practices, and programs that support and advance pedestrian safety and healthy, walkable communities.

Position Title:

Youth & Community Engagement Coordinator

Reports to:

Southern California Policy Manager

Start Date:

December 1, 2016 or sooner

Compensation:

Salary commensurate with experience.
Annual salary range: \$37,500-45,000

Work Schedule:

Full-Time, Exempt employee; Must be available to travel up to 15% of the time;
12-month position, with opportunity for extension contingent upon funding

Location:

Home-based position in Los Angeles County or Northern Orange County;
Access to forthcoming Cal Walks' Southern California satellite office

Benefits:

Competitive benefits include employer-sponsored health insurance, Flexible Spending Account (FSA), and SIMPLE IRA retirement contributions; pre-tax commuter checks, 3 weeks of vacation, 10 days sick leave, and holidays.

Interviews:

Phone interviews will be conducted between October 24-28, 2016.
In-person interviews will be held October 31-November 11, 2016 in Downtown Los Angeles.

Position Summary:

This is a dynamic, exciting, and new position to support Cal Walks' community capacity building and technical assistance work to create healthier, more equitable transportation policies in communities across California. Primary responsibilities and functions include community

engagement, empowerment, education, and mobilization; coalition building; coordinating, planning, and assisting in the facilitation of workshops and events; and cultivating relationships with local and state elected officials, City/County agency staff, and community partners. The Youth & Community Engagement Coordinator will work closely with the Southern California Policy Manager. The ideal applicant will be based in Los Angeles County or Northern Orange County and be willing to travel throughout California.

Key responsibilities and functions:

- **Advocacy, Education, and Community Engagement**
 - Assist in the planning and facilitation of community capacity building workshops and trainings across California
 - Manage and oversee training logistics (venue, travel, food, etc.)
 - Assist in the improvement of training curriculum, including researching emerging and effective teaching methods that are culturally-competent and age-appropriate
 - Assist in youth leadership and advocacy capacity development programs
 - Build partnerships and cultivate relationships with non-profit and/or community-based organizations interested in or working on active transportation policy;
 - Assist in the development of policy recommendations to integrate health, equity, climate change, and active transportation into regional and local transportation policies;
 - Mobilize community participation in active transportation policy advocacy opportunities; and
 - Provide technical assistance to community members and local/regional agencies.
- **Public & Governmental Relations**
 - Support Southern California Policy Manager's external communications;
 - Cultivate relationships with public agency staff including, but not limited to, the Southern California Association of Governments, Los Angeles County Metropolitan Transportation Authority (LA Metro), Los Angeles Department of Transportation (LADOT), Los Angeles County Department of Public Health;
 - Cultivate relationships with local elected officials and state legislators and district staff throughout the Southern California region;
 - Explore partnerships with academic institutions in the region investigating the relationship between transportation, health, and equity; and
 - Cultivate relationships with local news media, including TV, radio, print, and blogs.
- **Other Duties as Needed**

Minimum Requirements:

This position prefers a BA in urban planning, urban studies, public health, public policy, social welfare, political science, non-profit management or other related field. A BA may be substituted with a minimum of one years' experience in coordinating advocacy campaigns, community capacity building trainings, or equivalent.

Must have experience in program/workshop planning or facilitation and working with community residents.

Must be detail-oriented, able to manage competing tasks, and have a solid understanding of organizational management and coalition building.

Must have experience in or willingness to learn about transportation policy, planning, and programming; health equity; and pedestrian safety. Proficiency in Microsoft Office, Google Docs.

Ability to:

- Work both independently and as a team member.
- Multi-task, with flexibility, efficiently.
- Demonstrate sound judgment and decision-making.

Desirable skills and qualifications:

- Adobe (Photoshop, InDesign, etc.) highly desirable.
- Experience in grant writing, reporting, and conducting process and outcome evaluations.
- Commitment to active transportation, environmental justice, or climate justice work.
- Bilingual in a language commonly spoken in California.

How to Apply:

Please send your résumé, a cover letter, salary requirements and three references to info@californiawalks.org. Please use “Application for Youth & Community Engagement Coordinator” as the subject of the email and name the documents as your last name and the document name (example: “Last Name_Cover Letter”). Please provide documents in PDF file format.

California Walks is an “at-will” and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.

Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

Persons of color, gay, lesbian, bisexual and transgender people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.