



Central Valley Programs Manager Job Description

Application deadline: January 12, 2018, 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:

Central Valley Programs Manager

Reports to:

State Policy Manager

Start Date:

February 1, 2018 or sooner

Compensation:

Salary commensurate with experience.
Annual salary range: \$45,000-55,000

Work Schedule:

Full-Time, Exempt employee; Must be available to travel up to 25% of the time;
12-month position, with opportunity for extension contingent upon funding.

Location:

Home-based position in Bakersfield, CA.

Benefits:

Competitive benefits include employer-sponsored health insurance, Flexible Spending Account (FSA), and SIMPLE IRA retirement contributions; pre-tax commuter checks, 3 weeks vacation, 10 days sick leave, and 14 holidays.

Interviews:

Phone interviews will be conducted on a rolling basis through January 19, 2018.
In-person interviews will be held January 22-26, 2018 in Downtown Bakersfield.

Position Summary:

This is a dynamic and exciting position to strengthen and manage Cal Walks' regional community capacity building and technical assistance work to create healthier, more equitable transportation policies in the San Joaquin Valley. This position will lead community engagement and advocacy efforts to increase funding and improve local and regional transportation policies

that further health, equity, and active transportation throughout the San Joaquin Valley region with an emphasis on the Fresno and Bakersfield metropolitan regions.

Primary responsibilities and functions include community engagement, empowerment, education, and mobilization; coalition building; facilitating workshops; cultivating relationships with local and state elected officials, City/County agency staff, and community partners; and participating in Council of Governments/City/County hearings, meetings, and workshops. The Central Valley Programs Manager will work closely with the State Policy Manager and Executive Director. The ideal applicant will be based in Kern County and be willing to travel throughout the San Joaquin Valley region.

Key responsibilities and functions:

- **Advocacy, Education, and Community Engagement**
 - Plan, organize, and facilitate community-based advocacy and educational programming in Fresno and Kern Counties and throughout the San Joaquin Valley region, including workshops, trainings, walk audits and/or conferences/summits to build community resident advocacy capacity;
 - Manage and oversee training logistics (venue, travel, food, etc.);
 - Plan, organize, and deliver youth leadership and advocacy capacity development programs;
 - Build partnerships and cultivate relationships with non-profit and/or community-based organizations and networks interested in or working on active transportation policy and programs;
 - Assist in the development of policy recommendations to integrate health, equity, and active transportation into regional and local transportation policies;
 - Participate in existing active transportation coalitions throughout the region;
 - Mobilize community participation in active transportation policy advocacy opportunities; and
 - Provide technical assistance to community members and local/regional agencies.
- **Public & Governmental Relations**
 - Act as primary spokesperson and champion for Cal Walks' San Joaquin Valley efforts;
 - Cultivate relationships with public agency staff including, but not limited to, the Kern Council of Governments, Kern County, City of Bakersfield, Fresno Council of Governments, Fresno County, and City of Fresno. Agencies may include public health, public works, planning, community development, animal control services, sheriff's office, and police departments;
 - Cultivate relationships with local elected officials and state legislators and district staff throughout the region;
 - Explore partnerships with academic institutions in the region investigating the relationships between transportation, health, climate change, and equity;
 - Cultivate relationships with local news media, including TV, radio, print, and blogs; and

- Participate in public advisory committees and meetings that impact active transportation policies and projects, including, but not limited to, local Bicycle and Pedestrian Advisory Committees (BPAC).
- **Other Duties as Needed or Assigned**

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Minimum Requirements:

- This is not an entry level position. Must have a minimum of one years' experience in managing advocacy campaigns or equivalent.
- Preferred - BA in urban planning, urban studies, public health, public policy, social welfare, political science, nonprofit management or other related field. A BA may be substituted with a minimum of two years' experience in coordinating advocacy campaigns, community capacity building trainings, or equivalent.
- 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.
- Must have experience in program/workshop planning or facilitation and working with community residents.
- Proficiency in Microsoft Office, Google Docs, project management software (e.g., Asana).

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 the San Joaquin Valley. Spanish language proficiency a plus.

How to Apply:

Please send your résumé, a cover letter, salary requirements and three references to info@californiawalks.org. Please use "Application for Central Valley Programs Manager" 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.