

Bike Walk Golden Isles Education Coordinator



Bike Walk Golden Isles
Promoting Biking, Running, Walking and Rolling on the Georgia Coast
Recruiting Brochure



About the Position

Position Summary

The Education Coordinator will be responsible for conducting bicycle and pedestrian safety related events for Bike Walk Golden Isles (BWGI), a 501-c3 organization dedicated to improving safety and opportunities for residents and visitors of the Golden Isles area of Georgia to bike, walk and roll. This is a newly created position funded through the Georgia Office of Highway Safety, and the Education Coordinator will work directly with the BWGI Executive Director and BWGI Board of Directors. As a plank holder for this new position, the person filling this role will have a unique opportunity to create, plan, promote and execute events at both small- and large-scale levels with a focus on bike and pedestrian safety, traffic laws, and more.

The Education Coordinator will need certification as a League Cycling Instructor through the League of American Bicyclists within the first year of hire. This is a 20-hour per week position with flexible working hours, some weekend and evening requirements, and limited in-state travel opportunities.

Core Duties and Responsibilities

Plan, organize and conduct bicycle and pedestrian safety events in consultation with BWGI Executive Director.

Prepare written materials for public distribution including bicycle and pedestrian safety guides and maps.

Post information on bike and pedestrian safety tips and events on social media platforms for BWGI. Create and distribute news releases regarding BWGI safety related events.

Attend community events to promote BWGI and its mission.

Assist with preparation of grant applications and necessary reports to support existing grants.

Become knowledgeable of tools for identifying bicycle and pedestrian accidents as well as injury and fatality statistics.

Maintain and improve knowledge of current bicycle and pedestrian related issues by participating in regional and national professional training sessions, conferences, webinars and independent study opportunities.

Knowledge, Skills and Abilities

- Proficiency with office productivity software including Microsoft Office, Google Calendar and Drive, Dropbox, Adobe Acrobat and email.
- Familiarity with common bicycle and pedestrian facilities and systems approach fatality/injury reduction.
- Knowledge and understanding of operation of not for profit organizations.
- Ability to communicate effectively, both orally and in writing. Effective public speaker.
- Ability to develop marketing and promotional programs. Knowledge of website content management and social media techniques.
- Ability to establish and maintain effective working relationships with government staff, community groups, government officials, and the general public.
- Personal commitment to safe bicycling and walking, and education of others on safe cycling and walking behaviors.
- American League of Bicyclists Cycling Instructor certification preferred. Otherwise certification must be achieved within 12 months of hire, paid for by BWGI.

Application Process

Applications will be taken until the position is filled. The job is currently open and the successful applicant can start as soon as they are able.

All questions relating to this position should be directed to BWGI Executive Director Tavel Cowan via email at:

bikewalkgoldenisles@gmail.com

Resumes and letters of application can also be sent to this same email address.

For more information on the Bike Walk Golden Isles organization please visit our website:

Bikewalkgoldenisles.org

Job Benefits and Conditions

- This is a part time position (20 hours per week) at an annual salary of \$20,800 annually (\$20/hour)
- One week's paid Personal Time Off after six months of employment. One additional week after one year and then two weeks per year thereafter
- Work from home is allowed and encouraged
- Monthly stipend of \$25 to assist with cell phone cost
- No retirement or other benefits available at this time



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