



Employment Opportunity Share and Be Aware Manager

The Share and Be Aware Manager is responsible for running a statewide bicycle, pedestrian, and motorist safety and outreach campaign. The Share and Be Aware Manager will provide training and direct oversight to the Share and Be Aware Ambassadors who will be spreading the message of sharing the road across the state. The ideal candidate is a goal-oriented, team player who is passionate about increasing safety and walking and biking rates in Wisconsin.

Responsibilities

- Train and Manage 4-6 Ambassadors across the state
- Build partnerships with community stakeholders
- Create a grassroots network of empowered Wisconsinites to raise the profile of bicycle & pedestrian safety across the state
- Develop templates and materials to promote program
- Create monthly progress reports
- Seek publicity and additional funding opportunities
- Develop and manage statewide event schedule that reaches 50,000 people
- Handle appearance requests
- Schedule and promote safety classes that reach 2,000 bicyclists
- Work with committees to leverage resources and create successful outreach strategies
- Monitor and comply with program budget

Required Skills

- Ability to lead and manage remotely
- Experience working with the press and getting earned media
- Personal passion for active transportation and sharing the road
- Attention to detail and ability to plan a schedule across the state for a staff of 4-6
- Facility with public presentations, training, and teaching
- Strong writing skills and familiarity with social media
- Competent with all Microsoft Office programs
- Experience with program planning and budget monitoring
- 3+ years experience in marketing, public relations, education, or business management
- 2+ years non-profit management experience and a 4-year college degree preferred
-

The position is full time and can be based out of the Bike Fed's Madison or Milwaukee office. Benefits include health, dental, and vacation time plus an excellent work space in either downtown Madison or Milwaukee.

To apply, submit a cover letter and resume by 5pm Monday, March 7 to:

Jessica Binder, Education Director

Bicycle Federation of Wisconsin

Jessica@bfw.org

The Bicycle Federation of Wisconsin (Bike Fed) is a statewide bicycle advocacy organization representing over 3,500 members across Wisconsin. Members of the Bike Fed receive safety education, vibrant events to encourage biking, updates on opportunities to voice bike support, and helpful tools to make biking fun and convenient.

For more information on the Bike Fed visit www.bfw.org.