

Request for Proposals Active Transportation Community Organizer (1-year contract position)

THE PUYALLUP WATERSHED INITIATIVE seeks to strengthen the resilience of the Puyallup Watershed in partnership with the communities and stakeholder groups the watershed serves. The Russell Family Foundation (TRFF) is committing financial support over ten years to support Communities of Interest coming together to work to improve the health of the watershed.

The Active Transportation Community of Interest (COI), formed in 2014 as part of the Puyallup River Watershed Initiative, is a broad, inclusive partnership of many individuals and organizations interested in improving the health of the Puyallup River watershed; the people who live, work, visit, and play there; and the economy of the area.

We work collaboratively to develop and maintain a system of trails, sidewalks, bike lanes and boulevards, local and regional pathways, and public transportation connecting all of the Puyallup River Watershed's communities, parks, schools, cultural sites, business districts, residential centers and other important public spaces.

Our work is divided into three strategic areas:

1. Engage local officials, work inter-jurisdictionally and link to regional priorities
2. Complete an interconnected network of trails in the Puyallup Watershed
3. Shift mainstream culture to embrace Active Transportation options

The full Active Transportation Work Plan and information about the Puyallup River Watershed Initiative is available at <http://bit.ly/1vSStR2> (via Drop Box) or <https://www.facebook.com/PuyallupWatershed>

Position overview

The Active Transportation COI is seeking a full-time contractor to fill the position of Community Organizer to serve in a leadership role as the face of the Active Transportation COI and help forward the Active Transportation Work Plan by:

1. Facilitating meetings of the COI
2. Carrying out activities to achieve objectives detailed in COI Work Plan
3. Contract management
4. Facilitating annual funding request to continue the work of COI and Community Organizer
5. Collaborating with other COIs in the Puyallup Watershed Initiative

This is a full-time contract position with a 12-month term with the possibility of an additional contract pending funding. The position is funded through The Russell Family Foundation Puyallup Watershed Initiative.

Required Qualifications

1. Five years of experience in similar position(s)
2. Passionate about Active Transportation issues
3. Strong oral and written communication skills
4. Highly organized
5. Experienced working with elected officials
6. Strong/proven organizational leadership
7. Ability to work and communicate with diverse audiences such as youth, elected officials, and others
8. Ability to work independently
9. Ability to work flexible hours (some weekend and evening meetings will be required)
10. An undergraduate degree in planning, transportation, public administration, or related fields
11. Should know Microsoft Office Suite and have at least a basic understanding of GIS.
12. Able to provide own transportation throughout Pierce County with some regional trips

Desired Qualifications

1. Facilitation skills
2. Grant writing experience
3. A master's degree in planning, transportation, public administration, or related fields
4. Capacity to work in a fast-paced, flexible work environment
5. Adobe Creative Suite Skills

Reporting relationships

This position will be supervised by and report to the Active Transportation COI Administrative Work Group.

Work environment

The Community Organizer is expected to work independently and provide their own computer and work space. The contractor will be responsible for paying all self-employment taxes and complying with legal requirements of a contractor position in the state of Washington. Contract terms to be negotiated.

Compensation

\$60,000 – 85,000 depending on experience

Benefits

ORCA full-service transit pass (Pierce/King/Snohomish County) and Zipcar membership will be provided.

TO APPLY

Email Kristina Walker, Downtown On the Go, at kristinaw@tacomachamber.org or mail to 950 Pacific Ave, Suite 300, Tacoma, WA, 98402. Please reference Active Transportation Community Organizer in the subject line of your email.

Please include:

- Cover letter including answers to these three questions (please limit each response to 200 words):
 - Why are you interested in the position?
 - What do you think are the greatest challenges to connecting the active transportation network the Pierce County region?
 - What are your experiences in community engagement and planning, particularly in relation to fostering diversity and collaboration between different stakeholders?
- Resume highlighting relevant education, experience, knowledge, skills and abilities
- Three references with contact information

Closing date

January 23, 2015

The Active Transportation COI does not discriminate on the basis of religion, race, color, national origin or ancestry, political affiliation, sex, gender identity, sexual orientation, age, familial status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical handicap.

This job description is not an employment agreement or contract. The statements contained herein should not be considered an all-inclusive listing of work requirements. The Active Transportation COI has the exclusive right to alter this job description without notice.