

Request for Proposals Active Transportation Coordinator (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) 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 contractor to fill the position of Coordinator to support the Active Transportation COI and the Community Organizer to help forward the Active Transportation Work Plan by:

1. Providing support to the COI
 - a. Support administrative and logistical needs
 - b. Schedule meetings
 - c. Record meeting minutes
 - d. Set up events
 - e. Maintain and coordinate communications with COI members
 - f. Develop and maintain contact information
 - g. Administer social media accounts in coordination with larger Initiative marketing efforts
2. Providing support to the Community Organizer
 - a. Meet regularly with Community Organizer
 - b. Assist with facilitation of COI meetings as necessary
 - c. Provide other support as needed
3. Serving as history keeper for the COI
 - a. Prepare quarterly reports (brief, bulleted lists) with information from all programs , including financial reports, and projects
 - b. Capture and share successes, outcomes, and lessons learned

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

Qualifications/experience

1. Two-three years of experience in similar position
2. Ability to work with diverse audiences
3. Ability to work independently
4. Ability to collaborate with COI team members, COI Community Organizer and other COIs
5. Strong oral and written communication skills
6. Highly organized
7. Experience with social media
8. Passionate about Active Transportation issues
9. Ability to work flexible hours (some weekend and evening meetings will be required)
10. Capacity to work in a fast-paced, flexible work environment
11. Ability to provide own transportation

Reporting relationships

This position will be supervised by and report to the Active Transportation COI Community Organizer.

Work environment

The Coordinator 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

\$12,000 – 20,000 annually at \$25 per hour; expected time 10-15 hours per week with some variation from month to month.

Benefits

None 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 Coordinator in the subject line of your email.

Please include:

- Cover letter including your interest in the position
- 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.