



Formerly the Transportation and Land Use Coalition (TALC)

JOB ANNOUNCEMENT

Safe Routes to Schools Site Coordinator – Part-time, Exempt

TransForm is a dynamic and growing non-profit organization based in Oakland. TransForm is nationally recognized for our work to create world-class public transportation and walkable communities in the Bay Area and beyond. We build diverse coalitions, influence policy, and develop innovative programs to improve the lives of all people and protect the environment. Learn more at www.TransFormCA.org.

Safe Routes to Schools (SR2S) is a national and international movement to create safe, convenient, and fun opportunities for children to walk, bicycle, and take transit to and from schools, with a particular emphasis on low-income schools. TransForm is leading the effort in Alameda County to adapt a program that has succeeded in more affluent, suburban settings to a more diverse, urban population. The program has been designed to reverse the decline in children walking and bicycling to schools. Safe Routes to Schools can also play a critical role in reversing the alarming nationwide trend toward childhood obesity and inactivity.

TransForm seeks an experienced, highly organized individual with good communication skills to collaborate with our team in implementing our Safe Routes to Schools campaign throughout Alameda County, with a strong concentration in the southern and/or eastern parts of the county and in low income communities and communities of color. This position will be located in Oakland, CA and involve ongoing travel to various parts of the county.

We offer a friendly, fast-paced work environment with a staff focused on making positive change in the world.

Key Responsibilities

- Working under the supervision of the Program Director, implement a Safe Routes to Schools Campaign in Alameda County, with a special emphasis on the southern and/or eastern portions of the county.
- Recruit and train parent leaders, school champions, and community partners at targeted and participating schools. Support and nurture volunteers from diverse cultural backgrounds.

- Establish Safe Routes to Schools Task Forces, involving stakeholders including city agencies, law enforcement, community-based organizations, schools, and others as needed to facilitate the program implementation.
- Reach out to and meet with principals and other school staff as needed to successfully implement program in schools.
- Lead education and encouragement activities and events, including but not limited to: Walk to School Days, encouragement contests and events, etc.
- Conduct parent workshops in pedestrian safety, personal safety skills, and other Safe Routes to Schools topics as needed.
- Communicate with parent liaisons from task forces; create materials for them, work on customizing menu and programs per community request.

Required Qualifications

- Demonstrated sensitivity and understanding of issues facing low-income communities of color; ability to work comfortably in diverse communities and settings; high level of cultural competency.
- Strong written and verbal communication skills.
- Knowledge of Microsoft Office programs and other basic email and web software.
- Ability to be a team player.
- Commitment to mission and philosophy of Safe Routes to Schools and TransForm.

Desired Qualifications

- At least 2 years of experience working in Safe Routes to Schools programs, other school programs, and/or experience in community and/or school-based organizing.
- History of good working relationships with diverse segments, populations and communities within Alameda County, especially southern and eastern parts of the county.
- Ability to produce newsletters and small publications.
- Bilingual (Chinese, Vietnamese, or Spanish preferred).
- Experience preparing reports for funders; grant writing.

Compensation and Benefits

This is a part-time, 24 hours/week, exempt position. Salary range is based on experience. TransForm administers an employee contribution 403(b) retirement plan and contributes to the Commuter Check program. We offer a friendly, fast-paced, flexible work environment. Our staff is focused on making positive change in the world and supports and celebrates diversity. TransForm is an equal opportunity employer. People of color are strongly encouraged to apply.

How to Apply

Please send a three or four paragraph cover letter outlining your experience and interest in the position along with your resume to SR2Sjob@TransFormCA.org and put the cover letter in the text of the e-mail. The résumé may be attached as a file. If you prefer, you may mail hard copies to TransForm, 436 14th Street, Suite 600, Oakland, CA 94612, or by fax to 510-740-3131. Please only send your application by email OR as a hard copy, not both ways. The position is open until filled.

To see if the position is still available after mid-August, please go to www.TransFormCA.org and check if it is still listed in the "Jobs" section of our website. Interviews are scheduled to begin the week of August 30. We anticipate this position beginning in September.