



JOB ANNOUNCEMENT

Safe Routes to Schools Education Coordinator – Full-Time Exempt

ABOUT TRANSFORM

TransForm is a dynamic non-profit organization that works 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 about our mission and work at www.TransformCA.org.

ABOUT SAFE ROUTES TO SCHOOLS IN ALAMEDA COUNTY

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.

ABOUT THE POSITION

TransForm seeks an experienced, highly organized individual with experience in developing, writing, and teaching curriculum and training teachers, working directly with parents, and with excellent communication skills to collaborate with our team in leading an expansion of our Safe Routes to Schools campaign throughout Alameda County, with a strong concentration in low income communities and communities of color. This position will be located in Oakland. This position reports to the Safe Routes to Schools Program Director.

KEY RESPONSIBILITIES

- Working closely as part of a team, improve and modify Safe Routes to Schools Curriculum, and train teachers in the implementation of curriculum. This curriculum consists of Standards-linked elementary school lessons on themes relating to SR2S, including physical activity, environmental science, geography/neighborhood mapping, and pedestrian safety.
- Recruit and train parent leaders, school champions, and community partners at targeted and participating schools. Support and nurture volunteers from diverse cultural backgrounds.
- Establish or maintain regional/citywide 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.
- Distribute materials, bulletin boards, and other visual materials.

QUALIFICATIONS

- Experience training teachers, developing curriculum, and/or teaching.
- Excellent writing, verbal communication, and group presentation skills.
- 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.
- Knowledge of Microsoft Office programs, Outlook 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.

Additional Desired, Though Not Required Qualifications

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

COMPENSATION AND BENEFITS

This is a full-time (37.5 hours/week), exempt position. Salary commensurate with experience and competitive with other non-profits, anticipated salary range is \$40,000-\$48,000, DOE. Compensation includes health and dental insurance, generous vacation time and an exciting team-oriented work environment. TransForm also administers an employee contribution 403b retirement plan and contributes to the Commuter Check program. We offer a friendly, fast-paced, flexible workplace. Our staff is focused on making positive change in the world, celebrates diversity and is committed to being intentionally inclusive in all of our relationships. TransForm is an equal opportunity employer. People of color and women 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 TransForm, 436 14th Street, Suite 600, Oakland, CA 94612, or by fax to 510-740-3131. If you would like to use e-mail, please send to: SR2Sjob@TransFormCA.org and put the cover letter in the text of the e-mail. The résumé may be attached as a file. The position is open until filled. To see if the position is still available after mid-November, 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 week of November 16. We anticipate this position beginning in early December.