



Job Announcement: Family & Schools Coordinator

Walk San Francisco, an award-winning nonprofit, seeks a Family & Schools Coordinator for our Safe Routes to School program.

We believe that all of us, no matter our age or ability, should be able to walk safely in every part of our city. A healthy, equitable San Francisco depends on it. We also know our city is stronger when kids and families can walk safely for more trips – and do!

That's why we're part of the City of San Francisco's Safe Routes to Schools Partnership, which promotes the four fun ways to get to school: walking, biking, transit, and carpooling.

To support our program work within the Safe Routes to Schools Partnership, we seek a passionate, highly-motivated individual to empower and encourage San Francisco's youth and their families to incorporate active transportation into their lives.

The Family & Schools Coordinator will help identify barriers to walking for families from diverse backgrounds across the city. Based on this information, the Family & Schools Coordinator will conduct outreach to youth and families at community and school events to reach elementary and middle school-aged students, plus co-organize the annual Walk & Roll to School Day.

Our small but mighty team is collaborative and supportive, and excited to welcome a new Safe Routes to School team member!

KEY RESPONSIBILITIES

- Work directly with parents, teachers, and school administrators to develop and implement locally appropriate campaigns and projects that significantly increase walking and biking to school.
- Collaborate with city agencies and nonprofit partners to develop and execute strategies for the deliverables of the SF Safe Routes to School program.
- Co-lead the planning, organizing and execution of Walk & Roll to School Day in the fall, engaging at least 100 schools annually.
- Organize and/or lead outreach, trainings and events for families and youth of many backgrounds to encourage walking and biking.

- Help identify and secure additional opportunities to encourage the four fun ways to get to school.
- Work collaboratively with the Walk SF team to ensure that all our safe streets advocacy and programs complement and augment each other.
- Help identify local infrastructure needs around schools to ensure the safety of students walking and biking, and to identify parent champions to involve in these campaigns;
- Help develop Walk SF messaging to reach more families effectively;
- Complete all contract administration related to the program.

PREFERRED SKILLS & EXPERIENCE

- Deep commitment to safe streets and transportation justice
- Strong organizational, multi-tasking, and time management skills
- Ability to work individually and as part of a team
- High degree of cultural competence
- Experience working with youth and/or families
- Experience working in and with the San Francisco Unified School District, or other school district
- Experience planning and implementing programs, events, or complex projects
- Bilingual language skills in English and another language, especially Spanish or Cantonese
- Strong written and verbal communication skills; must be a confident public speaker;
- Strong interpersonal skills
- Flexibility and adaptability to evolving responsibilities
- Skill and experience with Google Apps for Business, Microsoft Office, and other common office applications

Position requirements: This position requires the flexibility to work mornings, nights, and weekends; on average, you will need to be available approximately four-to-eight early mornings per month and one-to-three weekend days monthly.

This position is full-time, non-exempt with a salary range of \$48,000-\$50,000 depending on depth of experience. We offer great benefits, too. We are very flexible and family-friendly. We give generous vacation time and holidays (and our office closes between Christmas and New Year's!). We have full medical benefits, wellness benefits, 401k match, and commuter reimbursement benefits.

MORE ABOUT US & HOW TO APPLY

Our staff is focused on making positive change in the world, celebrates diversity, and is committed to being intentionally inclusive in all our relationships. Walk San Francisco provides a workplace that is free from discrimination and harassment on the basis of

race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status or any other classification protected by applicable law in employment or service policies and practices. Walk SF's office is located close to public transit; however, we are unfortunately not in an accessible building and are located on the 2nd floor.

Priority will be given to applicants who apply before June 30 with interviews starting first week of July. Desired start date August 1, 2019. To apply, please send:

1. A cover letter sharing how your personal and professional experiences make you a great fit for this position;
2. Your resume

Please send these application components as *one* PDF file to opportunity@walksf.org. Use the subject line: **Family & Schools Coordinator Application.**