Job Announcement:  
School Engagement Coordinator,  
Safe Routes to School

At Walk San Francisco, we believe when you walk out the door to go to work, to school, to the park – anywhere – you shouldn't be risking your life by simply crossing the street. But sadly, every day an average of three people are hit while walking in San Francisco.

Walk SF exists to change this. Every day, we push for solutions to make our streets dramatically safer for everyone. And we’re looking for a new team member to help us do this by working with schools, parents, and caregivers!

Walk SF is part of the SF Safe Routes to School Program, a partnership of nonprofit organizations and city agencies working together to increase the number of trips to and from school by sustainable modes, while also identifying safety challenges.

The Safe Routes to Schools Program is led and funded by the San Francisco Municipal Transportation Agency (SFMTA) with program coordination led by the San Francisco Bicycle Coalition. This School Coordinator position is a position within our four-year contract with the Safe Routes to School Program, and has deliverables set out by that contract.

As part of our contract, Walk SF – with this position as the lead – is responsible for building and supporting activities at 16 elementary schools.

The School Engagement Coordinator reports to the Advocacy Manager and works closely with the Campaign Associate. This position is housed within and is supported by Walk SF, and also works with its counterpart in the same position (but working with different schools) at the San Francisco Bicycle Coalition.

This is a full-time non-exempt hourly position ($62,000 annually). Starting benefits include two weeks of PTO and 10 national holidays (plus bonus days at year-end); sick time; medical benefits plus a wellness flex fund; 401k match; and monthly Clipper Card (Muni and BART).
Currently, we have a hybrid working environment with 2 days in-office each week. Our office is located in the Mission District and is very close to transit. We are a flexible, family-friendly workplace that cultivates fun and collaboration within our team.

**ABOUT THE POSITION**

The School Engagement Coordinator acts as an initial point of contact for public schools prioritized by the San Francisco Safe Routes to School program, assessing their sustainable transportation needs and safety issues, and connects schools with the activities and resources to best address those needs.

In particular, the School Engagement Coordinator acts as an in-person ambassador for the Safe Routes to Schools program, regularly visiting school sites and building relationships with members of school communities, encompassing elementary through high schools.

In collaboration with the Project Manager at the San Francisco Bicycle Coalition and SFMTA staff, the School Engagement Coordinator will cultivate robust, sustainable school community engagement, with an emphasis on being culturally responsive. The School Engagement Coordinator will maintain up-to-date familiarity with program offerings and strong relationships with the partner organizations offering them.

The School Engagement Coordinator will work with the program's evaluation team to continually track and assess progress made by schools and specific groups within schools, refining recommendations and facilitating continued adoption of safe and habitual use of the “Four Fun Ways”: walking, biking, transit, and carpooling.

**KEY RESPONSIBILITY AREAS**

**Primary responsibilities include:**

- Building and maintaining relationships with school staff, families, and community members by attending school and community meetings to engage with school staff and families while learning more about school community needs and priorities
- Regularly communicating with school staff, families, and community members through in-person conversations, phone calls, and email
- Assessing receptiveness and barriers to program offerings and transportation choices at prioritized focus schools:
  - Gathering feedback on school trip transportation choices and understanding the current landscape of school trips;
○ Identifying opportunities and challenges in the environment surrounding the school that impact transportation choices;
○ Building understanding of school needs, priorities, and capacities and how they affect transportation choices and shape school receptiveness to programming;
○ Collecting data to support findings and recommendations and document school and community feedback;

- Developing recommendations for Safe Routes to Schools events, classes and other program activities and resources to improve student safety and increase mode shift towards the “Four Fun Ways”;
- Work with the Project Manager, SFMTA, and SF Unified School District to recommend the development of new events, classes or activities, if current offerings don't meet existing needs;
- Identify and cultivate transportation champions among school staff, families, and community members;
- Connect school staff, families, and community members with partners responsible for specific program offerings;
- Follow up with school contacts after events, classes and activities; and
- Regularly update school assessments and recommendations.

EXPERIENCE AND QUALIFICATIONS OF OUR IDEAL CANDIDATE

Strong candidates will possess as many of the following qualifications as possible:

We recognize that this position encompasses a number of different responsibility areas. We are committed to train and support our staff to strengthen their abilities in each area and we encourage applications from people who may not have all of the qualifications listed below.

- 3+ years serving youth and families, preferably with at least one year with SF Unified School District or other public school system;
- A commitment to and passion for the mission and core values of Walk SF and Safe Routes to Schools;
- Strong relational skills, including experience developing community relationships, connections, or partnerships;
- Experience using both quantitative and qualitative data to assess community behaviors and needs, especially in transportation;
- Experience serving diverse communities from a wide array of cultural, experiential, and financial backgrounds, with an emphasis on cultural humility and responsiveness;
- Proven organizational skills working with multiple partners, projects, and timelines;
- Excellent communication skills (both verbal and written);
- Experience and skills working both collaboratively and independently;
- Experience with data management within database tools, such as AirTable;
- Bilingual in English and another language especially Spanish, Cantonese, Arabic, Samoan or Filipino/Tagalog

To apply, please send an email/cover letter that includes where you heard about the position, describes your alignment with our mission and values; explains your reasons for applying and any relevant experiences you would bring to this role; and your resume (resume must be a PDF with a file name that includes your last name and “School Engagement Coordinator”) email to careers@walksf.org. Use the subject line: School Engagement Coordinator Application. Resumes submitted without a cover letter will not be considered.

This posting was released on June 6, 2023.

MORE ABOUT US

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 SF has an active Equity Task Force made up of staff and board members; our work to contribute to ending systemic racism is ongoing. We recognize that transportation policy plays a key role in creating a more equitable city and world.

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 and is ADA accessible. Walk SF currently has a hybrid working model – two days in the office (includes Mondays and one day of your choice or on a team-chosen day) and three days flexible (remote or office). In addition to early mornings, you must be able to occasionally work nights and weekends for special events (work weeks will not exceed 40 hours total).

Walk SF works in the interest of all pedestrians in San Francisco, but prioritizes our work in order to address the needs of people who are disproportionately affected by pedestrian safety issues. This includes children, communities of color, people with disabilities, and seniors. Learn more about Walk San Francisco at walksf.org.