



Education & Encouragement Coordinator - Santa Maria & Santa Ynez Valleys

MOVE Santa Barbara County is a medium-sized non-profit which works throughout Santa Barbara County. Our mission is to promote walking, bicycling and public transit county-wide to create healthy, sustainable, and equitable communities. We oversee events, teach pedestrian and bicycle education, encourage active transportation and advocate for safer streets. We operate three community-oriented resale, retail and self-repair bicycle shops in Santa Maria and Santa Barbara called Bici Centro.

Job Summary

This position is responsible for overseeing education and encouragement work in North County Santa Barbara (including the Santa Maria, Santa Ynez and Lompoc Valleys). Education and encouragement work will focus on increasing the number of youth who walk or bicycle to school and other destinations. This primarily consists of working closely with elementary schools to support them in providing an in-school bicycle education program including: training teachers and volunteers, scheduling the program, teaching bike safety classes, transporting equipment, setting up courses, keeping records and follow-up communication. Successful candidates will possess strong skills in the following areas:

- **Communication/Teaching:** Ability to build relationships with students, teachers, program partners and co-workers; expert verbal, written communication and listening skills; and friendliness and approachability.
- **Organization:** Excellent preparation, organization, time management, scheduling and reporting skills.
- **Program Growth:** Ability to grow the program in area schools and throughout the community by building relationships and a volunteer base.

Location/Hours

This is a full-time position (40 hours/week) based out of our office in Santa Maria, CA. (Part-time positions are also available.)

The position requires some short-distance travel (80% in the Santa Maria Valley / 20% in Santa Ynez Valley) and some evening and weekend availability for special events and classes.

Responsibilities

- Administration
 - Manage program budget and deliverables.
 - Maintain accurate records to track and report participation.
- Logistics
 - Maintain inventory and upkeep of bike trailers, a fleet of bikes, helmets and other equipment.

- Transport bike fleet, trailer and other equipment.
- Coordination
 - Develop respectful and professional working relationships with school administration, parents, teachers, students and co-workers.
 - Schedule 4-week bicycle education and safety classes in schools and in the community.
 - Coordinate Summer Camps, after school programs and other encouragement activities.
- Education & Encouragement
 - Ensure a well-organized, clearly communicated, fun educational program is delivered to participating schools.
 - Lead, teach, set up and break down classes where students learn how to ride a bike and practice bike handling skills and pedestrian safety on blacktop courses and local streets utilizing specific curriculum.
 - Develop informative or promotional materials including fliers, social media posts and press releases.
- Program Growth
 - Mentor teachers, parents and others to teach bicycle and pedestrian education and grow the program.
 - Oversee summer bike camps or other activities to encourage walking and riding.

Preferred/Required Skills

- Experience in education with a focus on bicycle classes (League of American Bicyclists Instructor certification preferred).
- Knowledge of bicycle maintenance.
- Proficiency in Spanish.
- Valid U.S. driver's license and willingness to drive a pickup truck with trailer.
- Ability to manage (plan, organize and run) a school or community program to achieve program goals and objectives.
- Ability to work independently and manage multiple tasks.
- Ability to maintain accurate and timely records and manage a budget.
- Experience using word processing, spreadsheet and database programs (MS Office and Google Workspace).
- Willingness to take on additional work functions as needed.
- Must pass annual background checks required to work with children.

MOVE is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color do not affect hiring, promotion, development opportunities, pay, or benefits. MOVE provides for fair treatment of employees based on merit. The company complies with all applicable federal, state, and local labor laws.

Compensation: \$23-25 hourly depending on experience. We offer paid time off for sick leave, vacation, a 401k investment plan and Health Savings Accounts. We currently do not offer health insurance.

To apply, please submit the following to Admin@MoveSBCounty.org. (Position open until filled.)

- Cover letter including salary expectations.
- Resume highlighting relevant experience and qualifications.
- Supplemental material: please provide examples of the following (they will be used to judge your organizational, writing and software skills – not your knowledge of our organization):
 1. A document written to a school principal about a program you wish to bring to the school.
 2. A spreadsheet of an example program budget. (No more than five rows of data are necessary.)