



Women Bike Internship

Reporting to: Executive Director

Pay: \$15/hr

Hours: 15-20 hours per week internship

Location: 618 NW Glisan St, Suite 401 Portland

Closing Date: Open until filled

This internship is a great opportunity to gain experience in community building, program coordination, and bike advocacy.

Do you love biking? Are you passionate about getting more female-identified and gender nonconforming folks to experience the joy of biking and building a community of bicyclists? We want you to join our team!

The Street Trust is a non-profit membership organization working to promote bicycling, walking and transit. Since 1990, The Street Trust has worked in partnership with residents, businesses, community groups, government agencies, and elected officials to create communities where people can meet their daily transportation needs through active transportation.

We envision a community where everyone, from all racial backgrounds, has access to safe, healthy, and affordable transportation options in the neighborhoods where they live, work, learn, pray, and play. We want all residents to share equally in the prosperity created by investments in active transportation regardless of race, income, gender, and socioeconomic status.

Position Summary:

This position will play an important supportive role to the Women Bike program. Women Bike, launched in August 2015 in an effort to increase the number of female-identified and gender nonconforming cyclists in Portland. This program has coordinated events, rides, clinics, meetups, leadership development, and online organizing to create a supportive community of female-identified and gender-nonconforming folks who enjoy biking or think they might. The program provides support and encouragement for Portlanders to meet their personal goals through bicycling.

Responsibilities can be tailored to match a candidate's professional development goals and interests, but will include the following:

- Program storytelling: curating content for social media, writing blog posts, and representing Women Bike.
- Program outreach: including handing out pamphlets, distributing posters, and recruiting new members to the Women Bike Facebook group.
- Learning about The Street Trust's advocacy work by attending meetings and reading information.
- Assist with other program needs as necessary.

Desired Skills & Experience

- An understanding of how racism, sexism, and other forms of systemic injustice intersect with the work of nonprofits like The Street Trust. In particular, candidates must have an understanding of how a commitment to diversity, equity, and inclusion must inform an organization's programs.
- Flexibility to work occasional evening and weekend events
- Strong communication and organizational skills.
- Must be comfortable initiating conversations with community members. Friendly, outgoing, and enjoys engaging with people about biking
- Interest in bicycling, community development, outreach, and transportation issues
- Proficiency in Microsoft Word, Microsoft Excel, email, Google Suite, and data entry.

Candidates who are fluent in one (or more) additional language(s) spoken in Portland's marginalized communities (e.g. Spanish, Somali, Vietnamese) are strongly encouraged to apply.

Application Requirements

If you are interested in applying for this internship, please send **a résumé and cover letter** explaining your interest and qualification for this position to [hiring@thestreettrust.org](mailto: hiring@thestreettrust.org). Please include "Women Bike Intern - [your name]" in the subject line.

The Street Trust is an equal opportunity employer. We believe that relevant experiences are better indicator of performance than educational degrees. All employees must be team-oriented. We love people who bike, walk, and/or ride public transit; however, we do not hire based on how people get around, but based on how well they suit the position and skill set we seek.

Candidates of color are strongly encouraged to apply. The Street Trust is committed to building a culturally diverse and inclusive environment. The organization is committed to racial equity across the organization; In our service to stakeholders, in our workforce composition and practices, and in our organizational culture. While we are still seeking to improve our demonstration of this commitment, the candidate should know that racial equity is a cornerstone of our commitment to all communities in the region.

