



## Position Announcement: Community Mobility Programs Assistant

---

**Reports to:** Education & Engagement Director

**Compensation:** \$20-25/hr, depending on experience and/or multilingual proficiency

**Employment Classification:** Hourly, Non-Exempt

**Hours:** 20 hours per week

**Anticipated Start Date:** Apr 1, 2024

**Location:** Portland Metro Area, Oregon, USA

**Office:** We are a hybrid workplace, and this position requires both remote and in-person event support across the Greater Portland region, including the cities of Hillsboro and Milwaukie.

**Benefits:** Flexible hours, ten paid holidays annually, paid sick leave

### Who we are:

The Street Trust is a non-profit organization that advocates for multimodal transportation options that prioritize safety, accessibility, equity, and climate justice in the Portland Metro Region and beyond. We envision a community where everyone 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, ethnicity, religion, ability, income, or socioeconomic status.

### Who you are:

You are a reliable, effective communicator and organized person who cares deeply about the residents of our region. You have a strong affinity with our mission and are passionate about climate change, environmental justice, and public and active transportation. You are committed to apply equity as both a process and an outcome, with an interest in disrupting systems that drive inequality - including racism, sexism, cissexism, and poverty and want to get the public excited about systems change. You don't mind working on multiple tasks at once and are happy to pitch in where needed. You enjoy hosting events with diverse participants where everyone feels included. You feel as comfortable planning a block party in the streets as an educational seminar online. When you host the potluck, everyone who RSVPed shows up, all of the courses are represented, and you never run out of plates or cups.

**Position Overview:**

As a program assistant, you will join a talented and dedicated team of professionals advancing The Street Trust's work in the community. You will work closely with the Education & Engagement Director in developing and executing events to promote and improve community mobility and program impact. We're looking for a caring, thoughtful individual who can efficiently, effectively connect with people from diverse backgrounds to better understand their needs and desires for our transportation systems.

This role is critical for educating historically underserved community members about upcoming efforts, clinics, opportunities, and community events including hosting group meetings, facilitating events and clinics, conducting outreach and otherwise promoting and engaging community members and groups in The Street Trust's activities and events. This position is part-time, with room for growth depending on the applicant and interest.

**Primary Responsibilities:**

- Support TST's community mobility programs including the Ride2Own, WeBike, and e-bike lending library programs:
- Support community mobility education programs and curriculum, including orientation, clinics, classes, and group rides
- Support volunteer events, engagement, education & training, communications & outreach
- Coordinate in-person and hybrid events and logistics including online meeting registration and facilitation
- Assist with recruitment of event attendees including answering questions, and obtaining sign-ups, and calling or texting attendees to remind them of the event date, time, logistics
- Assist and sometimes lead set-up, tear-down, and clean-up operations of community events
- Attend Tuesday afternoon bi-weekly staff meetings
- Engage with staff and boards in online workspaces
- Maintain a detailed and accurate timesheet on a monthly basis
- Support policymaker education on community mobility including policymaker rides and curriculum for the 2024 election Candidate Transportation School
- Other community education and events assistance as assigned

**Required Skills:**

- Passion for transportation justice, equity, safety, and low-carbon mobility
- Strong verbal and written communication skills

- Enthusiasm for community education, engagement and advocacy
- A respectful, collaborative, and entrepreneurial approach to work
- Knowledge of and passion for public and active transportation, as well as an understanding of the importance of education in promoting safe and accessible transportation options
- Commitment to social and racial justice and familiarity with The Street Trust's mission to build bike-friendly cities and a more just and equitable transportation
- Commitment to creating a safe and welcoming environment for gender expansive, genderqueer, and gender nonconforming program participants
- Demonstrated ability to work collaboratively on projects and meet deadlines within a team environment
- Ability to remain flexible and demonstrate sound judgment, especially when facing challenges or difficult situations
- Proficiency with spreadsheets, Google docs and other Google programs/apps, Slack, and Zoom
- Willingness to travel locally and work evenings and weekends
- Ability to work effectively with diverse communities and stakeholders
- Confident riding a two-wheeled bike

#### **Nice-to-Haves:**

- 1+ years teaching as League of American Bicyclists Certified Instructor
- Familiarity with ride tracking apps (i.e. Strava, Ride with GPS, OpenPATH, Get There)
- Basic mechanical skills to ensure e-bikes and equipment for TST programs are adequate, in a good state of repair, and well-organized
- Strong organizational skills, including the ability to manage multiple projects and priorities simultaneously
- Experience or interest in quantitative and qualitative research and data analysis.
- Experience in transportation politics and policy-making
- Experience in community program monitoring and evaluation
- Non-English language proficiency (i.e. Spanish, Russian, Mandarin/Cantonese, Vietnamese)

#### **Equity/EEO statement:**

We envision a community where everyone, from all racial backgrounds, has access to safe, healthy, and affordable transportation options in their neighborhoods. We want all residents

to share equally in the prosperity created by investments in active transportation regardless of race, income, and socio-economic status.

The Street Trust is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, veteran status, or other protected status in accordance with applicable federal and state equal employment opportunity laws. 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. Applicants with disabilities may request accommodations to complete the application and selection process.

**Application Procedure:**

Submit a cover letter and resume in a single PDF format to [hiring@thestreettrust.org](mailto:hiring@thestreettrust.org). Please put "Community Mobility Programs Assistant" in the subject line. Since we will be using your resume and cover letter to assess your qualifications for the position, you are strongly encouraged to make sure that your submitted materials demonstrate the job requirements listed above. Feel free to get creative and don't hesitate to apply if you think you can do the job well!

We need to fill this position immediately and will interview on a rolling basis until it is filled.