

Active Transportation Project Coordinator (on-call position)

Multicultural Communities for Mobility (MCM), a project of Community Partners, advocates for safe, equitable streets for & with people who walk, bike, and use public transit in Los Angeles.

The Active Transportation Project Coordinator will be responsible for developing and implementing programming and managing staffing for events and activities, and serving as a liaison for MCM at local meetings, leadership convenings, and conferences and with local organizations, city and regional agencies and key funders. The Active Transportation Project Coordinator is expected to be active from July 2016 through mid April 2017.

Program Management Responsibilities:

The Active Transportation Project Coordinator will organize logistics, monitor, and evaluate related programming under the guidance of the Policy and Programs Manager and Advisory Board. This person will oversee the activities of bilingual community engagement specialists and work actively with the Advisory Board, Policy and Program Manager, active transportation organizations, public agencies, funders, volunteers, and contractors as needed.

The ideal candidate:

- Is confident in their communication abilities and interpersonal skills (in-person, on the phone, via e-mail, and on social media)
- Is concerned with cultural humility and learning about people's personal and cultural identities
- Has experience with non-profit organizations
- Is detail and deadline oriented; self-motivated and can work independently
- Has great time management skills
- Has excellent written and verbal communication skills with a variety of individuals
- Has the ability to work with in groups of all sizes and levels of professional experience
- Is fluent in English and Spanish
- Is a great team member and team leader
- Is open to working remotely, from home, and in the field
- Is available to work 10-12 hours a week
- Is willing to travel to carry out tasks and responsibilities
- Has a fantastic sense of humor and is down for La Causa

Hourly rate for this part-time position is \$25 an hour.

Please send cover letter and resume to Maria Sipin, MCM Board Chair at maria@multicultimobility.org. Deadline to apply is June 17, 2016. Women, LGBTQ people, and people of color highly encouraged to apply.