

## **JOB POSTING**

### **Community Engagement Coordinator Palmetto Cycling Coalition**

The Palmetto Cycling Coalition (PCC) is looking for a highly motivated, talented individual to engage in grassroots organizing in support of the SC Livable Communities Alliance's state Multimodal policy campaign, and to manage and grow the Coalition's donor/member program/databases/revenue. The position is contract at approximately 40 hours/week. People of color encouraged to apply.

PCC is a small, statewide non-profit organization, operating in existence for over 20 years. We are the primary organization in South Carolina advocating for biking and walking at the state level. Our mission is to make South Carolina bicycle and pedestrian friendly, by improving safety through better access and education, to promote healthy lifestyles and livable and economically viable communities. We are a lean and highly motivated organization. Our main advocacy initiative is currently our state Multimodal Policy campaign, but we also maintain a focused legislative agenda on Vulnerable Roadway Users (H.3712, 3713, 3714, 3355), and our Safe Streets Save Lives bike safety education campaign. Our organization also has past experience growing grassroots leaders in local bike/walk movements, and we anticipate returning to this work in future years.

General contract position responsibilities currently include donor & member database management, constituent communications, and grassroots campaign support for the Multimodal policy campaign of the SC Livable Communities Alliance. The position reports to the Executive Director, but will work with many other state and local partners in our growing SC Livable Communities Alliance (coalition advancing the multimodal streets policy campaign), contractors and volunteers, and will occasionally work closely with PCC board members when doing occasional donor renewal campaigns.

#### **Specific job responsibilities:**

1. Grassroots campaign coordination & communications: (~25-30 hrs) In support of the grant funded state Multimodal state policy campaign and SC Livable Communities Alliance (SCLCA). The SCLCA is facilitated by the PCC, but led by a steering committee of 8 statewide organizations, whose missions include but are not limited to health, safety, conservation, and equity.
  - Conduct grassroots outreach around the state, by setting up and facilitating small and large meetings in state legislative districts that are key to the campaign, as laid out in existing campaign plan.
  - Local outreach will focus on local stories regarding pedestrian and bicycle infrastructure and use of public space, including stories directly related to equity, that bridge relevance to our state policy.
  - Conduct volunteer outreach and engagement through that existing grassroots network, while partnering with other staffed state and local organizations, leveraging earned and social media.
  - The main priority of the grassroots engagement is to organize constituents in support of passing the state policy, with the additional benefit of growing local interest in acquiring pedestrian and bicycle accommodations.
  - All grassroots organizing will also be done with direct assistance from both our campaign and equity consultant and the campaign coordinator (PCC's executive director), and paid consultants.
  - Occasionally edit or write e-newsletter copy and populate social media accounts with relevant and timely content typically related to the campaign noted above, in coordination with the Executive Director, with help from our campaign and equity consultant, and partners and volunteers.
2. Donor/member management: (~10 hrs) Manage an integrated network of member data, including data entry and donation processing; manage the membership database and renewal system (eTapestry, Blackbaud), ensuring its accuracy; manage new and existing emails (Constant Contact); create monthly membership reports, and occasionally assist in the growth of new members in coordination with efforts of the Executive Director (ED) and the Board of Directors. As time permits, attend some partner events to conduct PCC outreach and grow constituency and membership.

### **Required qualifications**

- Organized and attentive to detail
- Mature & highly dependable
- Motivated, self-starter
- A collaborative orientation, and a creative problem solver
- Able to work independently and as a team
- Very tech savvy with a desire to learn database software
- Exceptional written and verbal communications ability, including skills on the phone talking with strangers, presenting Powerpoints to audiences, and writing or editing copy
- Ability to engage authentically with diverse audiences, with respect to race and income
- Basic knowledge and/or lived experience with bicycle or pedestrian safety or health issues
- Passion for the politics of public space
- Some experience with advocacy of any kind
- Ability to attend some early morning and night meetings, on weekdays and weekends.
- Ability to travel.

### **Desired qualifications**

- Experience with database software, such as Constant Contact, eTapestry or similar membership/account software
- In depth knowledge of bicycling, walking, and road safety issues
- Experience in education or presenting to diverse audiences
- Demonstrated experience in community organizing and outreach, or in bicycle/pedestrian/trails advocacy and programming.

### **Pay**

Position is contractual. Funding for the 10 hours/week that is Donor Management is expected perennially. Funding specifically for the 25-30 hours/week of Grassroots Campaign Coordination will conclude December 31, 2019. Additional grant opportunities for funding well into the future have been researched by the Executive Director and will be pursued with passion and earnest, following hire and in coordination with the hired contract consultant. Expected hourly rate for contractual hire based on experience. Additional training may be provided in workshops and conferences, including bike/ped advocacy skills development, bike safety education certification, and other trainings, especially if additional funding is secured for additional projects or programs.

### **To Apply**

Please submit a letter of interest and your resume to Amy Johnson Ely, PCC Executive Director, via email to [jobs@pccsc.net](mailto:jobs@pccsc.net), including the email subject line: Community Engagement Coordinator.