

The Palmetto Cycling Coalition is seeking a Community Engagement Manager (CEM) who is dynamic, engaging, passionate, and committed to the PCC's cause. The CEM would be a highly motivated, mature, and talented individual, who is passionate about making biking and walking safe and accessible for South Carolina.

The CEM oversees Summit Planning, outreach and engagement, advances select fundraising projects, and serves as a voice for people biking and walking, through the PCC and our partners in the SC Livable Communities Alliance. The CEM is a highly responsible, self-starter, with advanced tech skills, exceptional communication skills, and experience working with diverse populations.

WHO WE ARE

The Palmetto Cycling Coalition has a mission 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 the leading organization in South Carolina advocating for biking and walking at the state level, and we have been serving in that role for over 25 years. Our main programs currently include a legislative agenda, our Livable Streets Academy, a stakeholder role with SCDOT as they implement their new SCDOT complete streets policy, a Bike/Walk/Trails Summit, and a Bike Level of Stress mapping project, and serving as a clearinghouse of resources for local advocacy. We interact with all levels of government, support local advocates, work toward common goals with state and local partners, speak with the media often, and give voice to safer, and more equitable and accessible biking and walking. The job role is flexible depending on candidate.

DUTIES AND RESPONSIBILITIES

Community Engagement & Local Support

- Manage the South Carolina Bike/Walk/Trails Summit, with direct assistance by the ED especially the first year, by hosting planning meetings, managing sponsor communications, leading logistical planning with the onsite contacts, and leading event communications. This Summit is hosted in partnership with a solid group of partners, whom the PCC has cultivated over the last 2 decades
- Assist the ED in running the PCC's Livable Streets Academy, which provides support and consultation to form, incubate, and strengthen a small and growing number of local bike/walk advocacy organizations and community efforts. This program was developed as a follow up to the SCDOT complete streets policy, achieved by the SC Livable Communities Alliance (2021), in that it trains local communities in areas of greatest need to take full advantage of the state policy.
- When time permits, engage in virtual and in-person events with community groups and bike clubs, to grow engagement (and donors) with neighborhoods, individuals, organizations, and businesses.

Fundraising & Operations

- Grow funds from marketing our 1) Share the Road specialty license plate, and 2) our memberships. Manage our membership renewal process through our Donorsnap database (individuals, organizations, and businesses), which was recently upgraded for better automation.
- For our statewide Bike/Walk Summit, manage relationships and advertising for sponsors acquired by the Executive Director.
- For our annual bike ride fundraising event, Festivelo, assist the ED in serving as the volunteer manager during this 4 day ride in November. Participate in coordinated planning meetings, utilizing the helpful online registration and volunteer management website and app from years past. This ride has the benefit of solid volunteers, some paid staff, good vibes, and leadership that returns annually.

Policy and Statewide Advocacy

When time permits and opportunities arise:

- Work with the ED in establishing high-level relationships with local, state, and national advocates, governmental staff/elected officials, and other partners.
- Work with governmental, nonprofit partners, and community partners to help influence statewide bike/walk policy and funding prospects.
- Work with the ED in editing organizational communications, in Legislative Action Alerts, emails, social media, and our website.

Organizational and Professional Development

- Participate in paid professional development activities and independent study, in order to stay informed of current issues in active transportation policy, planning, equity, and engagement, and other advocacy issues and content.

QUALIFICATIONS

Required

- Demonstrated passion for the cause, in addition to personal and professional commitment to biking and walking, as viable modes of transportation and recreation
- Demonstrated experience in advocacy, community organizing and outreach, or in bicycle/pedestrian/trails advocacy and programming
- Bachelor's degree, or equivalent combination of training & direct experience
- Exceptionally high level of responsibility, motivation, and self-reliance; ability to set goals and prioritize tasks within a small but mighty organization
- Exceptional oral and written communication skills; good public speaking and facilitation abilities
- Commitment to equity, including experience engaging authentically, confidently, and respectfully with government and citizens of diverse backgrounds
- Proficiency in Google Workspace, MS Office, and social media
- Ability to occasionally travel statewide, occasionally after hours, and 1-2x/year on the weekends, with exceptions to personal commitments (costs reimbursed)

- Ability to work independently and as a team, including the ability to engage with partners in our SC Livable Communities Alliance, who have shared goals

Preferred

- Bachelor's degree in community planning, geography, public administration, non-profit management, political science, public health, tourism, or related field of study. You might talk us into the relevance of your prior studies.
- Ability to create visual materials in Canva, Adobe Creative Suite, or similar software
- Experience with database software, such as Constant Contact, DonorSnap, websites, event registration / volunteer management integrated websites, and GIS
- In depth knowledge of bicycling, walking, and road safety issues
- Experience in education, or experience presenting or facilitating with diverse audiences
- Familiarity with GIS as a mapping tool

COMPENSATION AND BENEFITS

The CEM position is salaried at \$40-50,000, depending on qualifications. PCC offers a \$265/month health insurance stipend and vacation and sick leave consistent with nonprofit sector norms. Travel costs are reimbursable at the federal rate. Professional development opportunities are provided, in workshops and conferences, including bike/ped advocacy skills development, and regular training meetings with the Executive Director. The PCC has a flexible work schedule, logged as Comp time, in the interests of the health, well-being, and work/life balance of each employee.

LOCATION AND TRAVEL

The CEM must reside in South Carolina by time of hire and throughout tenure with The PCC. Candidate may be based in any area of the state, with Executive Director approval, though preference is for Columbia residing candidates. If candidate does not live in Columbia, SC, regularly scheduled Zoom and in-person meetings will be scheduled.

APPLY TODAY!

Send your cover letter and resume to jobs@pccsc.net.

The Palmetto Cycling Coalition is an equal opportunity employer who pledges not to discriminate against employees based on race, color, religion, sex (including pregnancy, childbirth, and related conditions including breastfeeding), national origin, age, disability, genetic information, gender identity and expression, sexual orientation, marital status, and political affiliation. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination. We are committed to providing an inclusive and

welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.