

## **Bicycle Alliance of Minnesota Job Announcement Education Associate**

**Status** \ Full Time, Salaried

**Reports to** \ Education Director

**Key Relationships** \ organization partners

**Salary** \ \$45,000 annually and benefits including 36 hour standard work week.

**Location** \ Minneapolis, MN. Main office with ability for remote work + activities around the state.

**Hours** \ Flexible. Will involve evenings and weekends, including events and meetings.

### **WHO WE ARE + WHAT WE DO**

For more than a decade the Bicycle Alliance of Minnesota (BikeMN) has been a leading statewide nonprofit comprising nearly 10,000 annual supporters from 200 communities throughout the state, hundreds of local leaders and educators, and a team of ten full-time-equivalent staff.

**Mission:** The Bicycle Alliance of Minnesota engages people, provides education, and advocates for biking and walking.

**Vision:** We envision a Minnesota where every person everywhere can easily walk, bike, and roll as ways to move in daily life.

BikeMN has long worked using a systems change approach of engagement, education, planning, and advocacy that values every person having access to daily movement (mobility). We believe in mobility that puts human life and health first. While our headquarters are in Minneapolis, our staff and board of directors live throughout Minnesota. Learn more at [www.bikemn.org](http://www.bikemn.org).

Our culture is one of justice, passion, fun, and flexible, resourceful work. BikeMN is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of people who walk, bike, and roll in Minnesota. BikeMN seeks individuals who are black, indigenous and people of color to apply.

### **Our Big Vision**

- All people experience safety: traffic safety, freedom from community violence, enforcement strategies that are equitable and support walking, biking, and rolling.
- The culture of getting around values walking, bicycling, rolling, and riding transit by default and instead of defaulting to cars.
- People of color, especially Black and Indigenous communities, have access to vital daily movement.
- BIPOC communities have the tools, voice, and support to advocate for better bike and walk policies and infrastructure.
- Rural, urban, and suburban communities thrive due to connected routes that support all ages and abilities.
- Biking and walking are a critical climate mitigation strategy to sustain a healthy planet and community.

## HOW YOU'D FIT IN + STAND OUT

The Education Associate is a new role at BikeMN and will be an integral team member working with BikeMN's education director and coordinator to deliver comprehensive biking and walking education for all Minnesotans. This position will focus on BikeMN's new metro-wide adult learn-to-ride program for adults experiencing inequities and on expanding the proven Minnesota Walk! Bike! Fun! youth education program statewide. The Education Associate will also support People Friendly Driver and Smart Cycling programs and, at times, work with other BikeMN staff and volunteers on other BikeMN programs and events.

## PRIMARY RESPONSIBILITIES + EXPECTATIONS

The Education Associate will be a frontline educator, leading and supporting classes, trainings, and other education activities. As with all education, this work will require plenty of planning, outreach to community organizations, coordination, and logistics. You will be passionate about teaching a diverse range of learners from a variety of backgrounds and have experience working with other educators to creatively communicate ideas.

### Program delivery

- Teach, train, and provide delivery of education programs in conjunction with the education team
- Plan and manage effective implementation of trainings to further Adult learn to ride, People Friendly Driver, and Walk! Bike! Fun! programs
- Maintain a focus on anti-racism and equity throughout programs
- [Adds Value] Fluent and able to provide education- written and verbal- in Spanish, Hmong, or Somali
- [Adds Value] League Cycling Instructor (BikeMN will provide training as needed)

### Management + Leadership

- Train and mentor other volunteer/partner educators on Adult Learn to Ride, Walk! Bike! Fun!, and/or Smart Cycling curriculum
- Manage volunteer educators for respective educational activities

### Administration

- Complete forms and reports as needed for programs
- Coordinate and reserve space for program activities
- Other tasks as directed

## THIS JOB IS FOR YOU IF YOU....

- Live/ love to learn every day
- Enjoy teaching others in-person with a hands-on approach
- Embrace a flexible schedule that meets the needs of others, including evenings and weekends
- Find joy in problem-solving/ finding solutions
- Thrive amongst people from diverse backgrounds
- Are proficient in Microsoft Office and Google Suite

**Ready to Lead + Have People Skills Needed--** We need an experienced educator who loves to teach others. You will have worked with diverse partners and students before and provided the administrative support to make activities happen.

**Personable**—You enjoy working hands-on with others but appreciate communicating by Slack, Zoom, phone, and/or email for a significant portion of your work days when you are not teaching.

**People Lover**—You like people and getting to know how to motivate them to be their best

**Relational**—To be successful in this role, you will be motivated by and enjoy developing meaningful and long-term professional relationships with each member of the team, external partners, and the people BikeMN serves

**Unflappable**—Our current pace of growth may feel highly intense at times; we need a person committed to creative problem-solving and helping to expand our programming when the opportunity presents itself, even under pressure.

**Diplomatic**—You must be able to balance competing priorities and requests without compromising our organizational integrity.

**Team Player**—Our success is based on what we do together; we need someone who enjoys working with internal and external teams to meet deadlines and achieve goals.

## **WORK ENVIRONMENT**

BikeMN's headquarters in Minneapolis, Minnesota. BikeMN has a hybrid work environment and work location and requirements vary by role and task. For remote work, our staff may work anywhere where they can get access to phone and internet and are available for calls and work time during Central Standard Time. (Minnesota). This position will be able to work remotely and will have task responsibilities that will require in-person and in-office work.

## **BIKEMN'S COMMITMENT TO ANTI-RACISM +RECRUITING**

In the past, we've used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the people across Minnesota. Like many organizations, we've recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers.

**To that end, we share the following: As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the communities we serve, knowing that negative health and environmental impacts disproportionately affect persons of color. This means significantly increasing the Black, Indigenous, and People of Color (BIPOC) on our team by seeking individuals who identify as a part of BIPOC and LGBTQIA2S (i.e. lesbian, gay, bisexual, transgender, queer, intersex, allied, Two Spirit) communities to apply. We will not close the search until the candidate pool is 40 percent People of Color.**

We believe that these life experiences and perspectives are critical to advancing our vision that every person, regardless of background or ability, can walk, bike, or roll as a part of their daily life. In an increasingly divided and climate-changing world, this work is more important than ever.

Our current team race and gender identity demographics are as follows (based on full-time staff). Our people may have checked more than one category since their identities fall into multiple categories.

Black	0
Indigenous	0
Latinx	0
Asian Pacific Islander	1
Middle East/ North African	0
White	6
Women	2
Nonbinary	0
Trans	0
Men	4

APPLYING FOR THE POSITION:

TO APPLY

Fill out this [online form](#).

Qualified applicants will receive a reply within five business days to schedule a conversation.

Position open until filled. Start date flexible—ideally someone will begin full time by **March 1**.

### **COMPENSATION + BENEFITS**

\$45,000/year, full-time salaried, paid electronically every month

Benefits include flexible schedule - including standard 36 hour week, health, dental, disability and life insurance, paid vacation, sick time and holidays, and a monthly stipend for home internet and a mobile phone. Employees are eligible, with no waiting period, for a Simple IRA and employee contributions are matched by BikeMN up to 3% of salary.

**BikeMN COVID-19 approach:** BikeMN is currently a hybrid work environment depending on the role and tasks. This is reviewed on a periodic basis with staff provided 30 days of notification of any changes. Work environments may include: work from anywhere, work in person / in office, and work in the community. In accordance with BikeMN's duty to provide and maintain a workplace that is free from known hazards, its commitment to health and safety, and the concerns of its community, we have adopted a mandatory COVID-19 vaccination policy to safeguard the health of our employees and clients. This policy will comply with state and federal law, and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable and as updated from time to time. As an eligible state and federal contractor, BikeMN will comply with the COVID-19 vaccination requirement for all federal contractors and continue to follow the CDC guidance as it relates to vaccinations and booster shots. Reasonable accommodations will be considered on a case-by-case basis. BikeMN will ask for proof of vaccination as a condition of employment.

**Non-Discrimination:** BikeMN will not discriminate against or harass any employee or applicant for employment because of race, sex, gender identity, religion, national origin, age, marital status, disability, pregnancy, veteran status, citizenship, genetic information (including family medical history) or any other characteristic protected by federal, state or local law.