

Bicycle Alliance of Minnesota Job Announcement Education Director

Status \ Full Time, Salaried

Reports to \ Deputy Director

Supervises \ education coordinator, program assistant, contractors, volunteers

Key Relationships \ Bike League, state agencies, organization partners

Salary \ \$55,000 annually and benefits including 36 hour standard work week

Location \ Flexible. Main office in Minneapolis will be required for a minimum of 2 half days/ month. Remote work at a desk will be mixed with in-person activities around the state.

Hours \ Flexible. Will involve some overnight travel, 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.

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 Director will lead BikeMN's diverse and expanding suite of education services. This is a new leadership role at BikeMN that will think big about our education sustainability and growth. Lots of partner work with communities, school districts, other non-profits and community organizations, state agencies will be essential. Primary roles of this position will be overseeing the continued successful delivery of the Walk! Bike! Fun! Program, development and expansion of the Adult Learn to Ride program, development of People Friendly Driver, and implementation of BikeMN's educational goals (found in our strategic plan).

This position will also be in charge of evaluating the programs, impact, and reach of activities with guidance from professionals, developing supportive programs for volunteers to participate in and enhance BikeMN's education programs, and collaborating with other education organizations.

PRIMARY RESPONSIBILITIES + EXPECTATIONS

The Education Director will lead the education team to deliver on our goals. The daily work will often be at a desk but vary greatly from planning and budgeting to outreach and administration. Maintaining and deepening connections with community partners, school administrators and teachers, state departments, contractors, and volunteers will be an essential part of the efforts. Expertise in and love of learning are critical for leading the staff team both at the office and in the classroom.

Program delivery

- Teach, train, and provide delivery of education programs in conjunction with the other members of the BikeMN education team
- Plan and manage effective implementation of educator trainings and networks to further Adult learn to ride, People Friendly Driver, and Walk! Bike! Fun! programs
- Evaluate and report on project activities and accomplishments for various programs to stakeholders and partners
- Advocate and research inclusive pedestrian and bicycle safety education best practices into Work Plan as needed and assigned
- Maintain a focus on anti-racism and equity throughout programs
- Create and implement a plan for community adult volunteers to support and sustain pedestrian and bicycle education by educators
- Lead the design and implementation, in conjunction with other staff and contractors, of new supplemental educational materials
- [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 others on staff as needed to ensure they are well prepared for trainings and Safe Routes to School activities
- Promote, prepare, and offer briefing materials and message guidance to a broad range of policy experts, advocates, and spokespeople on BikeMN staff, Board and within BikeMN's advocacy network

- Represent BikeMN as the liaison to other organizations and serve on committees as the BikeMN representative as assigned

Administration

- Follow and accomplish grant/contract deliverables as assigned, dealing with pedestrian and bicycle safety education and Safe Routes to School
- Ensure that contract budgets are on track and regular reporting for contracts are completed
- Respond to requests for proposals and grants that fund and further BikeMN's educational goals

THIS JOB IS FOR YOU IF...

- Live/love to learn every day
- Enjoy driving multiple projects at one time
- Find joy in problem-solving/finding solutions
- Enjoy being a leader and innovator
- Possess strong written and verbal communication skills in English
- Are proficient in Microsoft Office and Google Suite
- Are comfortable communicating using Zoom and Slack

Ready to Lead + Have Skills Needed-- We need an experienced leader who understands both the fundamentals, diversity, and complexities of education systems. You will have supervised people and worked across diverse partners before. Experience does not mean older, more, or bigger to us- just that when you read the responsibilities above, you have done about 60 percent or more of the things listed and are excited about learning to do the others.

Personable—Appreciation for communicating by Slack, Zoom, phone, and/or email for most of your workday is ideal (this doesn't mean you have to be an extrovert; it means that you'll be spending a lot of time communicating with many different people each day).

Detail Lover—You like spreadsheets and lists, evaluating the work of your team, and using this information to meet goals brings you joy.

Creative Problem Solver “Get to Yes” Person—Your job is to find a way to say “Yes, and . . .” to our team, not “We can't.”

Relational—To be successful in this role, you will be motivated by and enjoy developing meaningful professional relationships with each member of the team and external partners.

Unflappable—Our current pace of growth may feel highly intense at times; we need a person committed to creative problem-solving, even under pressure.

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

Mindful—An ability to find the interdependencies in each activity and plan accordingly is essential. For example, the executive director assigns a project, your program assistant is out sick, and you need to finish a report to present tomorrow; you have a meeting with a new partner all in the same day. Each is important, and you have the ability to determine what is urgent and prioritize what is important that day.

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 normal Central Standard Time (Minnesota) business hours and occasional weekends and evenings. 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 30 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:

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

\$55,000/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.