

## **Bicycle Alliance of Minnesota Job Announcement Communications and Advocacy Intern**

**Status** \ Part Time, Flexible- 10-15 hours per week, Flexible- 20 weeks or a semester

**Reports to** \ Communications Manager

**Key Relationships** \ Executive Director, Supporter Relations Manager

**Salary** \ \$15 per hour, paid electronically each month

**Location** \ Minneapolis, MN. Main office with ability for remote work.

**Hours** \ Flexible

### **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 Communications and Advocacy Intern will receive individual attention from BikeMN staff on a mixture of projects that cover the broad spectrum of communications- social media & blog posts, events coordination, including the MN Bike Walk Summit, planning, and implementation duties, as well as bike/ped advocacy-related tasks. It is our goal that the experience interns have with BikeMN helps them get to the next level in their education and/or career aspirations.

## **PRIMARY RESPONSIBILITIES + EXPECTATIONS**

BikeMN seeks a driven individual who desires to assist with activities that will augment BikeMN's current efforts and help build the BikeMN brand, generate increased awareness, and track results.

### Advocacy

- Advocacy research, writing, and communications projects to strengthen BikeMN's lobbying strategies and legislative agenda for the 2021-22 legislative session
- Coordinate meetings with representatives for constituents

### Communications + Supporter Relations

- Online content creation including maintaining the organization's online events calendar and creating event-related posts for social media
- Assist with individual membership, business membership and sponsorship programs, which may include prospecting for donors, outreach, mailings and other tasks

### Events

- Coordinate event calendar and documentation to ensure proper planning and execution of recurring events
- Event planning, logistics, communications, and organizing for events such as BikeMN's lobby day at the State Capitol, a winter bike event, BikeMN's Annual Meeting, large ride preparations, and more. Expect occasional evening and weekend duties during internship period
- Provide administrative, logistical, and clerical support to events as needed, including registration

### Administrative

- Assist staff to fill member and materials requests.
- Assist with other miscellaneous administrative projects essential to the success of a growing nonprofit.
- Many other projects will arise as BikeMN is a very active organization that reacts quickly to new assignments, project, and funding opportunities

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

- Live/ love to have variety in daily work tasks
- Find joy in problem-solving/finding solutions
- Enjoy and excel at copywriting/ proofreading
- Are driven strongly by deadlines
- Are proficient in Microsoft Office, Google Suite, Adobe Spark, Facebook, Instagram, and Twitter
- Are comfortable communicating using Zoom and Slack

**Ready to Lead + Have Skills Needed--** We need a rising star excited about active living, active transportation, improved public health, and reducing greenhouse gas emissions who loves to

communicate and connect with others. You should have a passion for making change and taking action to get others engaged.

**Personable**—Appreciation for communicating via 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 different people from around the state each day).

**Detail Lover**—You like well written copy, spreadsheets and lists, and using them to meet goals brings you joy.

**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.

**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). Candidate may supply their own laptop computer with capability of connection to Google suite and cell phone. BikeMN will provide an email address and online software, as well as laptop computer if needed. Traveling to BikeMN meetings and events in the metro area will be required. This position may work from home some of the time but may also report to the Minneapolis office as determined with the supervisor.

## **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 50 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

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 ASAP.

### COMPENSATION + BENEFITS

\$15 per hour for 10-15 hours per week, paid electronically every month

**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 / 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 are adopting 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.