

## **Bicycle Alliance of Minnesota: Southeast Regional Coordinator:**

### **About Us:**

Our Mission: The Bicycle Alliance of Minnesota (BikeMN) engages people, provides education, and advocates for safe biking, walking and rolling for all Minnesotans.

### **Your Role in Our Story:**

We are seeking a dedicated Southeast Regional Coordinator to support our mission in and around Rochester, MN.

**Location:** Rochester, MN

**Part Time:** 15-20 Hours Weekly, Benefit Eligible, Ability to grow into FT position. Flexible hours, includes some nights and weekends

**Start Date:** April 6, 2026

**Salary:** \$23.33 / hr

### **What you'll Do:**

Organizational Capacity Support (30%)

- Collaborate with BikeMN Chapter: We Bike Rochester's (WBR) volunteer Board to set organizational tactics and goals
- Facilitate board & committee meetings, including managing the meeting agenda, setting tasks, and tracking progress
- Engage membership through multiple communication channels, including email, social media, and Slack
- Fundraise on behalf of WBR via membership dues, grant applications, and sponsorship.

Advocacy (30%)

- Establish positive relationships with diverse communities & advocates and act as a communications channel between those communities and elected leadership. (and bring them into the process.)
- Monitor City of Rochester and Olmsted County meetings relevant to active transportation, often in the evenings;
- Coordinate with active transportation and sustainability staff from the City, County, School District, businesses, and nonprofits
- Track the City of Rochester's Active Transportation Plan and communicate with the community about the plan's progress and opportunities for public influence
- Document on-street and trail infrastructure and pilot projects, promoting successful infrastructure/projects and highlighting dangerous or suboptimal infrastructure
- Use multiple channels to communicate WBR's active commuting vision, including op eds, social media and media interviews

- Maintain relationships with other mission-aligned community groups, including Rochester neighborhood associations, the outdoor recreation community and environmental organizations.

#### Programs and Events (40%)

- Support & Coordinate:
  - Community rides, 2-4 rides per month
  - Yearly member appreciation and outreach event
  - Quarterly multi generational events
  - Occasional pop up fix-it events, especially sited on Douglas State Trail
  - Manage organizational programming
  - Support special events including the Med City Meander
- Collaborate on community-based education events, including Adult Learn to Ride series and occasional youth education events
- Develop and maintain Rochester's Bicycle Benefits program
- Promote and assist with the management of the Rochester location of the Minnesota Cargo Bike Library

#### Required Qualifications:

- Personal commitment to accessible and safe active transportation
- Excellent organizational and multi-tasking skills
- Strong communication and interpersonal skills
- Experience in volunteer management and fundraising
- Self starter with the ability to initiate, plan, and track work

#### Desired Qualifications:

- Experience in active transportation planning, design, advocacy, or education
- Experience working with and conducting outreach to diverse populations & teams
- Language proficiency in a language other than English

#### Why You'll Love Working for Us

##### We See a Future Where...

- 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
- Engaged, diverse voices advocate for better bike and walk policies and infrastructure in their communities
- 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