



Activate 38 Program Coordinator

Summary: To manage the organization's Active Living Grant, to develop a robust Activate 38 Active Living Coalition, and to encourage walking, biking and wheelchair rolling in Wheat Ridge, Colorado.

OPTIONAL full-time position by adding Events Coordinator role, to assist the Events Manager in planning, coordinating, and producing events that fulfill the mission of Localworks and build community.

The position requires community outreach and organizing, innovation, organization, interpersonal skills, health assessment knowledge, and verbal and written communication skills. A passion for community and active transportation are essential. Energy, self-motivation and the ability to work both individually and as a team player are vital.

Must be goal-oriented with the ability to exercise sound judgment in evaluating and making decisions. A strong work ethic and effective follow through as well as the ability to handle sensitive issues with diplomacy and confidentiality are essential. Ability to assess and act on priorities is key. This person must possess a strong knowledge of all Microsoft Office software and social media. Experience with an online CRM system preferred. Please note if bilingual in English/Spanish.

This position may supervise interns or volunteers and interface with contractors.

Status: Non-exempt

Hours: Regular part-time, up to 24 hours per week. Or regular full-time option with Events Coordination, up to 40 hours per week total.

Pay: \$17-\$21 per hour depending on experience

Overview of Duties:

Activate 38 Active Living Coalition Coordination

Plan and deliver on all elements of the Kaiser Permanente Active Living Grant Award for the Activate 38 West of Kipling project. This is a grant up to three years to increase walking, biking, and wheelchair rolling in a targeted area of Wheat Ridge centered on 38th Avenue, Kipling to Youngfield.

Finalists will be given the full grant plan. Major elements in the first year include:

- Create an Activate 38 Active Living Coalition and recruit diverse stakeholders to engage.
- Review and advocate implementation for plans such as Bicycle and Pedestrian Master Plan and ADA Transition Plan.
- Host focus groups and walk assessments with community leaders and advocates.
- Conduct surveying and assessment tools, including walk, bike and roll audits.

- Design outreach strategy for implementation phase in years two and three.
- Lead community members in asset mapping for project area.
- Hold a community event to activate a portion of 38th Avenue for walking, biking and rolling.
- Create active transportation assessment report.

Grant coordination and reporting

Research and report on funding options for corridor plan and project implementation options. Provide timely and thorough reports for management and funder. Draft all grant reports. Fill out applications for grants and funding to complement and complete the Activate 38 project.

Marketing and Communication

Active communication with project area and community. Create some and distribute all program promotional material. Maintain all online project communication including Facebook and social media posts in coordination with Marketing and Events Coordinator. Provide project content for e-news communication with Localworks constituents and contacts. Able to knock on doors and make phone calls to canvas for the project.

Event Coordination

Coordinate events related to Activate 38 West of Kipling project. OPTIONAL - If candidate is available for full-time position, they will also be responsible for assisting the Event Manager with other Localworks events. This includes:

- Assisting in setting up, staffing and tearing down some events.
- Staffing the preparation and execution of the Localworks Active and Harvest
- Support program delivery for Ridge at 38 events
- Support event logistics, vendor relationships and details as assigned by the Events Manager
- Support event committees and volunteers as assigned by the Events Manager

Staff Committees as assigned –Activate 38 Active Living Coalition

Recruit coalition members, keep coalition engaged and lead and facilitate meetings as needed. Assist in the development, and ensure the timely implementation of grant work plan activities. Work closely with coalition and committee chairs to develop meeting agendas in direct correlation with work plan. Attend, and record and distribute minutes at assigned committee meetings. Manage communication between coalition members, chairs, staff and prepare committee reports for the Board of Directors.

Relational and professional integrity

Develop and maintain a positive working relationship with the Localworks staff, board, volunteers and entire Ridge at 38 and Wheat Ridge business community. Professionally represent Localworks at events, on committees and generally throughout the community.

Administrative tasks

Prepare reports, save files appropriately on server, keep detailed timesheets filed in time for prompt payment, keep up to date contact information, and participate in staff meetings.

Other related duties as assigned by the Executive Director.

Reports to Executive Director.

Background information on this position

Localworks has been awarded an Active Living Neighborhood Grant from the Kaiser Permanente Community Health Fund, a donor advised fund of The Denver Foundation. The first year emphasis is on technical assessments and coalition building. Then years two and three are focused on implementation of our informed active living plan. Part of the goal is for Localworks to develop a funding plan for ongoing work in this area.

Knowledge, Skills, Abilities & Experience:

Required:

- At least 3 years' experience with community outreach and organization
- Experience meeting health outcomes related to active transportation or infrastructure
- Experience coalition building
- Decision-making related to a grant-funded project
- Previous experience writing grant reports and applications
- Excellent oral and written skills
- Strong organizational skills with attention to detail
- Strong interpersonal skills
- Ability to work with all levels of the organization
- Proficient in Microsoft Word, Excel and Power Point
- Ability to Multi-task, prioritize and handle several goals simultaneously.

Education (Minimum Requirements):

- Bachelor's degree

To apply, please send a cover letter and resume to bfisher@wearelocalworks.org and put the position and your name in the subject line (e.g. Activate 38 Coordinator – Jane or John Doe).