



Community Programs Manager

Position Description

The 1000 Friends of Wisconsin (1KF) Manager will plan and manage transportation programs and connect advocates in communities across Wisconsin. This work aims to reduce carbon emissions, improve active transportation and transit access through local policy and advocacy, with environmental justice at the forefront and outcomes of respecting & protecting our ecosystems.

Primary Responsibilities:

- Manage the Community Transportation Academy, a community-based course that provides the basics of local transportation planning to members of the public so they can be more informed and more involved in local solutions to transportation problems. Work with local staff to plan and facilitate sessions, recruit speakers, conduct outreach, communicate with participants, and other duties as required.
- Plan and facilitate webinars, workshops, and other programming meant to educate the public about the connections between transportation, climate, and health.
- Manage Active Wisconsin, a network of local leaders and advocates who support active transportation and transit access in their cities and towns. Lead the steering committee, communicate with members via the monthly newsletter, and provide technical assistance as needed.
- Work with 1kF staff to promote campaigns/projects through social media and e-newsletters.
- Serve as needed on committees and leadership teams statewide and regionally, aligned with our mission.
- Help identify foundations and granting organizations to bring in new revenue for the organization's transportation program.
- Attend conferences, summits, & events for professional development and networking, with opportunities to present.

Required Qualifications:

- Bachelor's degree in urban planning, public health, or a related field
- Understanding of local transportation planning and issues related to active transportation and transit access
- Experience facilitating meetings and giving presentations
- Ability to travel statewide
- Strong written & verbal communication skills

- Demonstrate understanding of the mission of 1KF

Preferred Qualifications:

- Master's degree in urban planning, public health, or related field
- Grant writing experience
- Experience advocating for change at the local level
- Social media and marketing experience

Salary Range & Benefits:

- \$56,000 - \$64,000 per year starting salary - based on experience and qualifications
- 13 paid holidays per year
- Paid annual leave accrues as follows: Years 1-3: two weeks annual leave/year; Years 4-6: three weeks annual leave/year; Years 7+: four weeks annual leave/year
- Paid sick leave accrued at the rate of 6 hours per month
- Participation in our established 401 (k) pension plan after six (6) months of employment, with 1KF matching up to 3.5% of an employee's personal contributions

Work Conditions:

Highly flexible working conditions and family friendly. Work full-time (35 hours per week) and remotely, Monday to Friday (and occasional evening and weekend work); ability to provide one's own transportation for attending in-person work locally. Rental car provided for statewide travel.

How to Apply:

If you are interested in being considered for this exciting opportunity and can demonstrate the required abilities and knowledge, please submit your resume and cover letter to:

Trevor Roark, Executive Director: trevor@1kfriends.org

Subject line: Community Programs Manager

*Please email any/all questions to Trevor Roark.

Applications will be reviewed as received with the goal of identifying an outstanding candidate by late June. The expected start date for the position is as soon as possible.

1000 Friends of Wisconsin is an Equal Opportunity Employer. We encourage candidates of all races, ethnicities, gender identities, and backgrounds to apply.

For 1000 Friends history and current programming please visit our websites:

www.1kfriends.org

www.activewisconsin.org

www.rethink794.com

www.togetherforhomes.org

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