



Position: Community Initiatives Manager

Positions Available: One Full-Time Position, Salaried

Location: Pittsburgh, PA

Reports to: Director of Marketing & Community Outreach

Deadline: Open until filled

Compensation: \$32,000 starting salary

Pittsburgh Bike Share seeks a highly motivated Community Initiatives Manager to build strong community relationships in three key Pittsburgh neighborhoods including Homewood, Larimer, and the Hill District as part of Pittsburgh Bike Share's equity initiative. The Community Initiatives Manager will be responsible for leading community engagement surrounding station planning, station activation throughout the city, and working with neighborhood partners to plan and host events. The work of the Community Initiatives Manager will ensure equitable access to bike share through efforts designed to reduce financial, educational, and other barriers. This individual will also contribute to program development and to outreach and marketing efforts generally. This individual may be asked to undertake other duties supporting equitable transportation programs as assigned.

Duties and Responsibilities:

- Manage Ambassadors Program and Street Team Volunteers, which includes recruitment, hiring, training, and oversight of both programs during peak ridership months
- Assist both the Director of Marketing and Outreach as well as Director of Operations in collaborating with community members to site new Healthy Ride stations, both in the target neighborhoods and throughout the service area
- Attend, organize, and convene events and meetings with community organizations to share information about Healthy Ride and to gather feedback on Healthy Ride station locations
- Proactively seek and work to develop strategic partnerships
- Serve as ongoing liaison to partner organizations within service area
- Develop strategies and implement projects to enhance community engagement
- Conduct site visits and measurements to evaluate station locations
- Collaborate with operations staff and partner organizations on station planning and station activation
- Prepare reports and presentations for meetings or reviews

Qualifications:

- Excellent communicator and listener, strong public speaker
- Able to quickly develop relationships with partners using effective communication skills
- Strong interpersonal communication skills

Healthy Ride

Operated by Pittsburgh Bike Share



HealthyRidePgh.com



- Organized, with strong project management skills, excellent follow-through
- Culturally aware and comfortable working with diverse populations and stakeholders across the city
- Understanding of structural barriers to equitable participation in planning, and ability to develop and implement strategies and partnerships to encourage inclusiveness
- Ability to attend evening meetings across the city
- Enthusiasm for bike share and other alternative transportation systems
- Able to lift and move 50lbs
- Proficiency with Microsoft Word, Excel, and PowerPoint
- Program management and or community organizing experience preferred
- Supervisory experience preferred

To Apply

Please send your resume, cover letter, and three professional references to jobs@pghbikeshare.org Please include “Community Initiatives Manager” in the subject line.