

Health by Design Pedestrian & Bicycle Program Manager Job Description

Organizational Background

Health by Design is a coalition of diverse partners working to ensure that communities throughout Indiana have neighborhoods, public spaces and transportation infrastructure that promote physical activity and healthy living.

Health by Design helps create healthy, thriving communities by convening diverse partners, educating on best-practices, facilitating dialogue, promoting smart design, providing technical assistance and advocating for policy change.

There are currently five workgroups within Health by Design: the Indiana Citizens' Alliance for Transit (ICAT), Indiana Walks, the Indiana Complete Streets Coalition, the Indiana Safe Routes to School Partnership and a Policy & Advocacy Committee.

The priority goals of Health by Design are to:

- Increase walking, biking and public transit options
- Encourage responsible land use
- Improve neighborhood, city and regional connectivity
- Reduce automobile dependency

Additional information can be found at www.healthbydesignonline.org.

Position Description

The Pedestrian & Bicycle Program Manager will be responsible for the ongoing development, management, administration and evaluation of Health by Design's walking and biking initiatives.

The Pedestrian & Bicycle Program Manager will work primarily within the City of Indianapolis/Marion County, with a focus on safety and access. Responsibilities will include, but are not limited to: Safe Routes to School activities; implementation of the pedestrian master plan; first-mile, last-mile connections to transit; Complete Streets policy implementation; and Americans with Disabilities Act compliance. There will be some related work with coalition partners and communities throughout the state of Indiana.

This position will require travel within Central Indiana and, at times, the state; out of state travel may also be necessary for training opportunities. Some evening and weekend hours will be necessary.

This position is funded for one year, with the expectation, but not guarantee, of renewed funding. Salary is negotiable; the position includes excellent benefits.

Education & Experience:

A Master's Degree is preferred; a Bachelor's Degree in public health, transportation, community planning/design, public policy/affairs/administration, social work or a related field is required.

Applicants should have a minimum of three years of professional experience in planning, public health, transportation or a related field.

Position Duties:

The program manager will **plan, implement and lead** Health by Design's walking and biking initiatives within the City of Indianapolis/Marion County, with tasks including but not limited to:

- Managing Safe Routes to School (SRTS) program development and implementation
 - Providing support to City of Indianapolis staff on SRTS projects
 - Working with leadership and staff of school districts and individual schools, youth-serving stakeholders, community partners, parents and students
 - Planning educational events for SRTS partners
 - Serving as a resource and coordinator for pedestrian and bicycle safety education for schoolchildren
 - Promoting Walk and Bike to School Day events
 - Coordinating school-based walk audits and other data collection
- Managing the WalkWays pedestrian program
 - Convening the Pedestrian Advisory Group
 - Guiding implementation of the adopted pedestrian plan
 - Coordinating pedestrian safety efforts
- Providing leadership to the Complete Streets Advisory Group
- Supporting pedestrian and bicycle counts and related data collection
- Contributing to public outreach and education efforts, working with neighborhood groups, community partners, businesses, etc.
- Participating in planning related to pedestrian and bicycle access of Marion County Transit Plan stations and stops
- Supporting Americans with Disabilities Act (ADA) transition plan compliance and implementation

The program manager will **develop and implement communications strategies**, with tasks including but not limited to:

- Managing emails, website content, a listserv, newsletters and social media (including Facebook, Twitter and blogs)
- Developing materials, presentations, and tools for education, outreach and community engagement
- Presenting at meetings and conferences
- Conducting and coordinating media advocacy

The program manager will **support Health by Design's workgroups, events and advocacy efforts**.

The program manager will **represent Health by Design at partner meetings and events**.

The program manager will **monitor, track and evaluate activities and impact**.

The program manager will **be responsible for other duties, as assigned, including support of Health by Design's other programmatic efforts**.

To Apply:

Please send a resume and cover letter, detailing your relevant experience and salary expectations, to Kim Irwin (kirwin@hbdin.org), including 'Pedestrian & Bicycle Program Manager Application' in the subject line. Questions may be directed to Kim, by email only.

Applications will be accepted on a rolling basis until this position is filled.