



## Community Outreach Coordinator

Social Enterprise Greenhouse is helping to find qualified applicants for Bike Newport. Please see the below for more information, or email [talent@segreenhouse.org](mailto:talent@segreenhouse.org)

**Mission:** Five years young and feisty, Bike Newport works to improve and encourage bicycling, for health and wellbeing, and as a primary transportation choice for residents and visitors. Bike Newport does this through partnerships and collaborations with city, state, schools, businesses, agencies and funders. They focus on three primary areas of program and advocacy: community education, bicycle infrastructure, and ridership.

**About:** Bike Newport is a state model for vulnerable road user safety and for multimodal transportation innovation. Bike Newport initiatives and the benefits of biking are central to discussions on improving economy, environment, equity, preservation, and health. We expect to grow our budget from \$335,000 currently to \$500,000 within the next three years

**Description of Job:** We are looking for someone who loves bikes and biking and wants to see more people able to choose biking for transportation and recreation. Our ideal Outreach Coordinator will love bicycles, know the Newport community, want to engage more of the community in bicycle friendly progress, and be super savvy in social media and other digital communications. Our new team member will be a very public advocate for active transportation. If you are an enthusiastic, well-organized, self-starter who shares our bike-friendly passions, we want to meet you!

### Responsibilities will include:

- Marketing and social media
- Web site updates
- Membership management
- Event management
- Community engagement
- Working with community members and leaders in business, education, health, and local government
- Media management
- Database management
- Program impact tracking and reporting
- Office management

### Recommended Knowledge, Skills and Abilities:

- Familiarity with Aquidneck Island community, especially Newport
- Knowledge of and interest in bicycle and pedestrian issues
- Practiced and savvy in social media
- Spanish proficiency a plus
- Organized, detail-oriented, systems-oriented
- Excellent written and presentation communication skills

- Excellent interpersonal skills, confident/outgoing personality
- Mac-based software and web services

**Location:** Newport, RI

**Type:** Full-time Salary: \$30,000 - \$36,000 commensurate with experience

**Application deadline:** June 15th, 2017. Apply soon - job may be filled before application deadline.

Bike Newport is an equal opportunity employer, hiring without regard to age, race, gender, sexual orientation or ability and meets all non-discriminatory hiring requirements of the State of Rhode Island.

Email [talent@segreenhouse.org](mailto:talent@segreenhouse.org) with your résumé and cover letter as PDFs to get started in the matchmaking process for this position. We will reach out to you with next steps.

