



National Association of
City Transportation Officials

Job Title: Program Manager, Cities for Cycling
Start Date: September 2020
Salary: \$70,000 - \$85,000 with competitive benefits package (see below)
Location: NACTO's office is located in New York City but staff are currently working remotely due to COVID-19. Staff may be asked to relocate or travel to NYC periodically.

The National Association of City Transportation Officials (NACTO) is seeking a strong transportation analyst to join our team as a full-time Program Manager coordinating our bike design portfolio, including our [Cities for Cycling Network](#). This Program Manager will work directly with city staff around North America on street design for cycling and other issues in sustainable mobility, urban planning, design, and policy. They will also support ongoing NACTO initiatives focused on the creation of safer, better conditions for people biking, walking, and taking transit. The ideal candidate understands how city governments work and is familiar with major trends/topics in transportation such as growing cycling networks and bike share, Vision Zero and urban street safety, walkability and public space, transit network development, equity and addressing institutionalized racism, and traffic engineering and street design.

Location

NACTO is based in New York City. Provisions have been currently made for NACTO employees to work remotely due to the State and Local requirements caused by COVID-19. Travel to NACTO event locations, and/or relocation to its New York City base, may be required at a later date. Note, this role is funded for one year; subsequent years are conditional, based on grant funding.

Who we are

NACTO is a nonprofit association of 86 major North American cities and transit agencies formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our members include cities such as Denver, Los Angeles, Cambridge, and San Antonio, and transit agencies such as Portland Tri-Met and Chicago Transit Authority (CTA). Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life. Our staff team is nimble, passionate, results-oriented, and committed to challenging the status quo in transportation and raising the bar for city streets.

What you'll do

Your role will be to support NACTO's bike program development. You will do this by shepherding the *Urban Bikeway Design Guide* update and managing the Cities for Cycling Network, in collaboration with the Director of Design and other NACTO staff. You will work with a strong, progressive group of city transportation officials and a NACTO team that aims to turn big ideas into real projects on the ground, resulting in more just and sustainable communities throughout our network. More specifically, you will do things like:

- **Own NACTO's Cities for Cycling Peer Network**
 - Coordinate NACTO's Cities for Cycling Peer Network, a core NACTO project that helps cities implement world-class bikeways by convening national experts to exchange knowledge, and by cataloging and promoting best practices in cities across North America

- Convene at least one meeting of the C4C Peer Network annually, to discover or test new guidance in design or delivery of cycling projects and programs in cities
- **Manage development of the Urban Bikeway Design Guide 3.0**
 - Assist with the analysis, writing, and development of NACTO’s research, guidance, and policy positions related to cycling, incorporating themes of safety & crash data, street design, project delivery, and institutionalized racism
 - Manage review processes as needed for the guide document and any peripheral materials or guidance
- **Represent NACTO at conferences and speaking engagements**
 - Prepare presentations and materials for self and peer/senior staff
 - Plan and/or attend meetings and panel discussions
- **Support common program tasks including:**
 - Identify examples of design treatments in peer cities
 - Review census and other city data to support case-making messaging for biking, shared micromobility, and complementary modes
 - Equity indicators and criterias for project prioritization and decision-making

Who you are

We’re looking for a confident, knowledgeable manager who thrives in a close-knit, fast-paced, productive environment. To be successful in this job, you will excel in at least 3 of these 5 areas:

- **Expertise in technical analysis:** Strong knowledge of quantitative analysis, geospatial analysis, and/or street design techniques and strategies, including an understanding of policy and/or programmatic considerations, with a focus on design for cycling at a network or street level
- **Project management:** Keen attention to detail balanced with a handle on budget and task management across skill-based teams, to ensure that the project components are delivered in a timely, impactful manner
- **Compelling, engaging writing:** A strong knack for distilling information into compelling, concise, punchy text or graphics that keep people engaged
- **Passion for networking:** Ability to connect with a wide range of individuals in one-on-one or group settings; ability to connect individuals with others working in similar areas or seeking similar information
- **Comfort engaging on race and equity:** NACTO staff work in a wide variety of cities and contexts across North America, and a strong understanding of and ability to engage on the issues and power dynamics around race, equity, and transportation policy are essential to this work

How to Apply

Send a cover letter and resume, as well as a 1-3-page writing sample, as one PDF file to hr@nacto.org with subject “Program Manager, Cities for Cycling” by September 7, 2020. For the writing sample, we are interested in a discussion of quantitative, geospatial, or qualitative analysis used in a report, white/term paper, memorandum, etc. authored by you.

We will consider applications on a rolling basis, and may not wait until the deadline to interview and extend offers, so we encourage you to apply as soon as possible. No calls please.

Benefits

We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale (salary range for this position is \$70,000-85,000) and commensurate with experience and skills.

Benefits include 18 vacation days, 2 personal days, and 13 holidays (federal and floating holidays) annually, along with sick leave. In addition, NACTO offers 12 weeks paid family leave after the first year of employment.

Other benefits include an employer contribution to retirement after the first year of employment, excellent health, vision, and dental coverage, and pre-tax commuter benefits.

Equal Opportunity Employment

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.