



Job Opening: Safe Routes Manager

Report to: Executive Director
Supervises: Program Coordinator(s)*
FLSA Status: Full-time, exempt
Salary Range: \$50,000-\$65,000 annual

About Living Streets Alliance

[Living Streets Alliance](#) (LSA), is a nonprofit organization that advocates for a thriving Tucson by creating great streets for all of us. Working at the intersection of social justice, climate change, public health, and community development, we utilize streets to foster a just, sustainable and vibrant city. We envision streets as living public spaces that connect people to places and to each other, and work to bring this vision to life through programs like Cycloviva Tucson and Safe Routes to School, advocating for policies like Complete Streets, partnering with neighborhoods and communities to transform streets and intersections into colorful, inviting, and traffic-calmed spaces for all ages to enjoy, and more.

LSA's commitment to Diversity, Equity, Inclusion, and Access

Living Streets Alliance is an equal opportunity employer and is committed to fostering an environment that is inclusive and welcoming for diverse board and staff members with different backgrounds, identities, and lived experiences. By welcoming "diversity," we mean that our organization embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences. LSA acknowledges the role transportation planning has played in creating and exacerbating racial and socioeconomic inequities and recognizes the need for centering and elevating voices that are traditionally underrepresented in transportation planning and decision-making spaces. Hence, we strongly encourage applications from people of color, people from working class backgrounds, women, and LGBTQ+ people.

Job Description

Living Streets Alliance is seeking a **Safe Routes Manager** to lead and manage our programs aimed at breaking down barriers to walking, biking, rolling, and accessing transit. The Safe Routes Manager is responsible for managing and coordinating [Safe Routes to School](#) programming with schools throughout Tucson, providing technical assistance to neighborhoods and business districts with their multi-modal travel and traffic calming needs, and managing quick-build transformation projects. They plan and participate in site visits and assessments and utilize data-driven analyses to make streets safer for all people, particularly those walking, rolling, and biking. They are confident collaborating with transportation professionals to identify physical challenges and potential solutions.

The Safe Routes Manager is integral to Living Streets Alliance advocacy efforts. They foster strong relationships with schools, neighborhoods, businesses, and multiple municipalities, bringing community transportation concerns and needs to the LSA team with an eye toward longer-term policy and funding opportunities at the city/regional scale. The right candidate loves working with individuals and families on the ground to build lasting relationships and is confident working within school environments.

A day in the life of the Safe Routes Manager

On a given day, you might be: attending a meeting with the City of Tucson traffic engineering staff to discuss the details of a new quick-build traffic calming treatment under considerations; researching traffic patterns in a local neighborhood and follow up with a neighbor who inquired about what can be done to improve walkability there; riding your bike and joining in the after school bike club at one of our Safe Routes to School Focus Schools; taking inventory of supplies and checking on the program budget; meeting with parents and faculty at a new school to share ideas and resources in support of getting a “walking school bus” or “bike bus” started there; working with a colleague to plan for a webinar on how to do a walkability assessment; filling out the permits needed to implement a quick-build project and block-painting party; attending a staff brainstorming session to learn about a new initiative and ideate an approach for implementing it; staffing an outreach or fundraising event; communicating with and training volunteers on how to do intercept surveys.

You’ll thrive in this job if you:

- Are passionate about multimodal transportation and making it easier for more people to bike, walk, and use transit
- Are highly familiar with transportation frameworks such as Safe Routes to School, Complete Streets, and Vision Zero
- Have strong project and program management skills
- Are committed to hearing from and connecting with community in order to co-create solutions that are community-centered
- Are highly organized, detail-oriented, resourceful, and take initiative; self-start and lead projects with minimal supervision
- Can juggle multiple projects at once and deliver high-quality work on time while adapting quickly to external shifts in opportunities and timelines
- Enjoy working on a variety of project and program types with unique challenges and coming up with creative solutions
- Are energized in a collaborative environment and value co-creation and shared-leadership
- Share a strong desire and ability to learn quickly and grow with the organization
- Are outgoing, friendly, and enjoy connecting with and convening people from all walks of life
- Are excited about and dedicated to growing and expanding Safe Routes programming

Key responsibilities include, but are not limited to:

- Safe Routes to School Program Management
 - Coordinate with Partner Schools to create and maintain tailored Safe Routes to School (SRTS) programming to support more students and families walking and biking
 - Pursue and connect with interested schools to provide support in starting SRTS activities
 - Maintain key relationships with program affiliates and municipal partners
 - Recruit and manage intern(s) and volunteer(s)
 - Coordinate with partner organizations (subconsultants) to schedule and deliver in-class educational curriculum and after-school extracurricular activities
 - Coordinate with LSA staff to facilitate Mobile Bike Repair clinics across the region
 - Contract and budget compliance: manage program budgets; collect data, track deliverables, and provide reports as needed; communicate with funding partners
 - Monitor and reorder supplies and equipment
 - Ensure SRTS website is organized and up to date

- Walkability/Bikability/Transit Consultation & Technical Assistance
 - Respond to and meet with community members looking to improve mobility and accessibility in their area
 - Serve as a resource and subject matter expert on active transportation, Safe Routes to School, and related topics. Conduct research and analysis as needed.
 - Promote and elevate LSA's work and expertise through presentations at conferences, on webinars, and through other venues

- Quick-Build Implementation
 - Identify opportunities for and coordinate shorter-term Tactical Urbanism demonstration and pilot projects (Better Block demonstrations, temporary protected bike lanes, pop-up traffic circles, etc.) to catalyze long-term streets transformations
 - Project manage quick-build projects, which includes:
 - Leading project coordination with city departments, project partners, and engineering consultants to facilitate quick-build project planning and construction
 - Reviewing and providing feedback on engineering plans and conducting site visits during project construction
 - Installation
 - Lead quantitative and qualitative data collection and analysis efforts for project evaluation purposes

- Organizational Support & Integration
 - Support the team in moving forward program or service specific initiatives; help plan for and staff events as needed
 - Engage regularly in thought work with the team around intersectional issues and project-/program-specific reflection and problem-solving
 - Regularly gather and contribute content for communications purposes (newsletters, social media, annual report, websites)
 - Support fundraising efforts as needed; assist in the development of grant and project proposals as necessary
 - Partner and work with LSA's Board of Directors on occasion (example: attend board meetings, participate on a committee, etc.)

Essential Skills & Qualifications

LSA does not have minimum requirements for education or professional experience for this position. We encourage all candidates with relevant experiences and professional backgrounds to apply. We expect qualified candidates to have the following skills and qualifications for this position:

- Deep connection to the mission and vision of Living Streets Alliance and the values of the organization (creativity, equity, community, integrity, collaboration)
- Experience in transportation or urban planning fields and knowledge of planning principles and practices
- Experience with multimodal mobility, and considerable knowledge of public space design principles, emerging street design and transportation practices, and traffic calming strategies
- Ability to establish and maintain collaborative working relationships with community members, contractors, collaborators, and City partners
- Demonstrated experience leading projects at a variety of scales

- Skills and experience working with diverse groups and ability to translate community concerns and wishes into solutions that are co-created with community members
- Excellent interpersonal and communication skills, both written and verbal
- Conversational Spanish proficiency
- Ability to coordinate and manage volunteers and interns
- Understanding of and commitment to antiracism, transportation equity, mobility justice principles

Physical Requirements

- Flexibility to work outside of regular business hours (evening meetings, weekend events, as needed)
- Reside in or willing to relocate to Tucson
- Current Arizona driver's license (or the ability to acquire) and the ability to transport oneself all over the region, often with supplies and equipment
- Fingerprint clearance as required by school districts (LSA can help facilitate this upon hire)
- Confident riding a bicycle to support programs as needed
- Ability to perform manual tasks regularly (ex. pouring paint, installing yard signs, moving barricades, loading and unloading equipment, etc.)

Nice to Haves

- Master's degree in urban planning, transportation planning, urban design, landscape architecture, public health, education, or related applicable field
- Advocacy experience
- Nonprofit experience
- High level of Spanish proficiency, especially speaking (Candidates who don't speak Spanish, but are fluent in languages spoken by Tucson's indigenous peoples or by Tucson's refugee populations are encouraged to apply)
- Experience planning and implementing quick-build / tactical urbanism projects
- Working knowledge of engineering drafting and design methods, practices, and techniques
- Experience with route planning/mapping technology(ies); ability to prepare graphics and maps
- Experience working with youth, especially K-8

Work Schedule

This full-time position typically works a flexible schedule of 40 hours a week. Staff meets altogether 2-3 times per week at the office or on zoom; the rest of the time employees have flexibility with when and where they work, though they're encouraged to follow normal business hours when possible. Working with schools and neighborhoods often requires evening meetings and weekend events. Annually, the nature of LSA's work requires a flexible work schedule. Events and activities ramp up in the fall through spring and slow down in the summer. Because of this the team encourages time off or shorter work weeks when schedules allow.

Benefits

- Creative, collaborative and mission driven environment within an organization that has tremendous local impact
- Flexible work schedule
- Close-knit team who are passionate about the work and dedicated to learning together
- Open PTO and a focus on work-life balance
- Group Health Insurance

Vaccination Requirements

In accordance with our mission and values, Living Streets Alliance has implemented a mandatory COVID-19 vaccination and booster policy for all Living Streets Alliance employees and interns. All employees are required to have or obtain all COVID-19 vaccines and, once eligible, booster(s) as a term and condition of employment.

**The Safe Routes Manager works collaboratively with the entire LSA team, and leads on their projects/programs. There are currently no supervisees, however portions of the work may be delegated to junior hires as LSA's capacity and staff grows. If/when these hires are made, the Safe Routes Manager would be their supervisor, which would come along with a promotion and raise.*

To apply:

Fill out the corresponding application on our website (livingstreetsalliance.org/jobs-internships) and attach your resume. Contact Madeline McClure with questions: info@livingstreetsalliance.org

Deadline to apply:

Applications received by **January 21st, 2024** will receive first consideration, though this position will remain open until filled. We'll be reviewing applications on a rolling basis and encourage you to apply as soon as possible. All applicants will be contacted regarding next steps.

Interview process:

Chosen applicants will be invited to attend a virtual Round I interview between **January 30th – February 2nd, 2024**. Round II interviews will be in-person and take place between **February 5th – 9th, 2024**. Pending circumstances of the applicant, a target start date for the position is **March 1st, 2024**.

(Posted 01/05/2024)