



July 2017

[Seattle Neighborhood Greenways](#) is a grassroots, walking and biking focused, non-profit that has been improving our neighborhoods since 2011.

We envision a well-used, linked network of safe, pleasant, and healthy streets in Seattle. Our mission is to empower our neighbors to identify, advocate for, and activate safe and healthy streets for all people. We organize twenty neighborhood groups across the city to impact city plans, budgets, projects, and processes, conduct a memorial program for victims of traffic collisions, and work with low income schools to make it easier and safer for kids to walk and bike to school.

Job Title: Community Organizer

Key Responsibilities: We are a very small organization, so you will have the opportunity to work on a broad set of tasks and employ a broad range of skills.

- Recruit, develop, and retain volunteers. Process sign up sheets, welcome new volunteers, build relationships, organize trainings as needed,
- Provide support, guidance, knowledge, encouragement, and organization for our 20 neighborhood-based groups that have varying levels of activity and need.
- Run six to seven annual advocacy campaigns that range from citywide policy and funding changes to neighborhood walking and biking infrastructure.
- Build relationships with a diverse set of potential allies ranging from chambers of commerce to immigrant organizations.
- Provide expertise on walking, biking, and livable streets to local government, neighborhood groups, government advisory boards, the media, and our volunteers.
- Engage our supporters on social media with strong data and storytelling in our quarterly newsletter, on our website, and in person.
- Help as needed with a variety of tasks to keep our nonprofit movement for safe streets going strong.

Other responsibilities include, but are not limited to

- Help to organize occasional memorials for victims of traffic collisions.
- Support our safe routes to school part-time staff as needed.
- Manage occasional interns.
- Help as needed with a variety of tasks to keep our nonprofit movement for safe streets going strong.

Requirements

- Experience with volunteer management and community organizing.
- Experience with running advocacy campaigns.
- Ability to keep good records.
- Ability to distill problems, opportunities, relationships, and other factors into clear plans and tasks for our volunteers.
- Ability to work independently with general guidance from the Executive Director.
- Passion and intellectual curiosity for the safe streets movement.
- Ability to work a flexible schedule.
- A commitment to equity, inclusion, and social justice.

Hours

Salaried exempt, but we strive for forty hour work weeks. Community organizing work requires frequent evening meetings. Occasional weekend work is required as well (about once a month). Some evening meetings are scheduled in advance but many meetings require a flexible schedule.

Location

All work (except perhaps for a conference once a year or so) is within Seattle city limits. We work out of the Impact Hub in Pioneer Square. Impact Hub has a good atmosphere due to its collection of social impact nonprofits and for profits. The building has showers, a ping pong table, bike parking, free coffee and tea, subsidized lunches on Thursdays, networking opportunities and more.

Transportation

A car is not required for this position. Applicants who walk and bike for transportation will be better suited to understand the challenges we currently work on, but owning a bike is not required.

Benefits

Salary \$40,000-\$50,000 (depending on experience). Generous vacation policy. Health insurance. Flexible work hours. That warm fuzzy feeling from making a difference.

To apply

Email a resume, cover letter, two professional references, and a short (no more than a page) story of a organizing or advocacy campaign you have been involved in to: jobs@seattlegreenways.org. Position open until filled. We strongly encourage applications from people who have historically been underrepresented in walking and biking advocacy, nonprofit work, and the transportation sector.

Keywords: Volunteer coordinator, advocacy coordinator, walking, biking, pedestrian, community organizing,

Seattle Neighborhood Greenways is an at-will employer.