



Seattle Neighborhood Greenways (SNG) is Seattle's leading grassroots advocacy organization working to make every neighborhood a great place to walk, bike and live.

We envision a future where Seattle's streets unite neighborhoods and connect people to where they need to go. Walking and biking are convenient, safe, comfortable, and even joyful. Children are able to walk and bike to school and to parks. Seniors are able to stay active and connected by walking and biking. Seattle's streets — one third of our publicly-owned space — incorporate neighborhood priorities for play, relaxation, recreation, greenery, and community-building. The streets and transportation systems are truly accessible and welcoming, and reflect the needs of people of every age, language, ethnicity, gender, race, ability, and income. Achieving this vision will give us more choices for how to get around, keep us safer, save us money, and reduce climate pollution.

Seattle Neighborhood Greenways has [an adopted Racial Equity Action Plan](#). Internally, SNG commits to becoming a racially, culturally, and socially diverse organization that treats all people with respect and dignity and recognizes the interconnected nature of overlapping systems of oppression and discrimination. Externally, SNG strives to redress the historical and systemically-rooted inequities in transportation and city investments. We endeavor to do this work in solidarity with communities of color as a trustworthy and respectful partner.

This temporary, hourly position will be focused on gathering and producing stories about Stay Healthy Streets and Keep Moving Streets (<http://stayhealthystreets.org/>), and collaborating with our Communications Director on social media and email newsletter production.

Job Title: Communications Coordinator

Job Type: Temporary. Hourly (non-exempt).

Compensation: \$20/hour up to 250 hours (125 hours minimum)

Duration: Through November 30th, 2020

Hours: Flexible, although frequent evening and weekend work will be required for Stay Healthy Streets story-gathering.

Activities:

- Collect stories from users of the Stay Healthy Streets and Keep Moving Streets. This work will primarily take place on weekends and other times of day when these streets are most commonly used.
 - Interview people who are out enjoying bike rides, walks, roller-skating, dog-walking, and other recreational activities on these streets.
 - Collect photos or videos as assigned by SNG's Communications Director.
 - Identify other people interested in sharing stories.
 - Draft articles and social media posts.
- Collect stories from biz owners and customers of the Cafe Streets. This work will primarily take place on weekends and other times of day when customers are sitting outside at local cafes, bars, and restaurants.
 - Interview people who are enjoying the outdoor "cafe street" seating at local cafes, bars, and restaurants.
 - Collect photos or videos as assigned by SNG's Communications Director.
 - Identify other people interested in sharing stories.
 - Draft articles and social media posts.
- Coordinate the storytelling contest for our November fundraiser.
 - Working with our Development Director and Annual Event Team, promote the DIY-video contest via email and social media, organize the review and judging of content, and promote the winning content.
 - Draft articles and social media posts.
- Coordinate the reviewing and editing of SNG-produced videos (working with freelance videographers).
- Coordinate the reviewing, editing, and cataloging (tagging) of SNG-produced photos.

COVID-19 Precautions: You will be expected to follow all COVID-19 public health restrictions and guidelines and assist volunteers in complying with these. This includes, but is not limited to, wearing a mask and maintaining 6' of physical distance while talking with members of the public (this will always occur outside) and organizing volunteer work parties to comply with regulations (small, socially distanced, and with masks).

Requirements:

- Demonstrated excellence with interviewing, writing, and editing for story- or article-based purposes.
- Comfort, enjoyment, skill, and savvy in creating social media content (Twitter, Facebook, Instagram, primarily).
- High level of comfort working with multimedia content (editing photos, manipulating other images, posting short videos, etc).
- Experience and skill working with e-newsletter content and production.
- Highly organized regarding time and project management
- Enjoys working both independently (self-organized, self-starter) and collaboratively
- Cultural competency and demonstrated ability to engage people of diverse backgrounds. Many of your story-gathering efforts will be focused in communities of color, so please

address your ability to engage people of color in-person. Please let us know if you have proficiency in Spanish, Chinese, Vietnamese, Somali, or Amharic.

- Willingness to engage with members of the public in outdoor settings while following COVID safety guidelines.
- Availability to work one or more weekends in September.

At will employer: SNG is an at will employer, meaning this position can be terminated at any point by SNG without cause.

To Apply:

Submit a resume, cover letter, writing sample, and two references to jobs@seattlegreenways.org. Applications are rolling and the position is open until filled.