

COMMUNITY ACTIVATION PROGRAM SPECIALIST – CLEAN CA



Reports To: Safe Routes to School Program Manager
Position Status: Full-time, non-exempt
Effective Date: 05/18/2022
Direct Reports: (1-2) Community Activation Program Coordinators
Starting Date: July 1, 2022 – July 15, 2022
End Date: June 30, 2024 – possible extension depending on funding

SUMMARY OF POSITION

Help us launch an exciting new endeavor in the East Alisal neighborhood in Salinas and Green Valley neighborhood in Watsonville! This role works with community stakeholders, residents, and grant partners to build an appealing, safe walking experience for residents and students alike. You will work with community partners to create new walking groups that include elementary-aged students, seniors, and others to help celebrate healthy, safe neighborhoods. You will organize dynamic community festivals to celebrate active living.

The ideal candidate is excited by community networking, enjoys working with elementary-age students, is creative, collaborative, and knows how to work independently. The candidate is inspired to create positive change in the community and work with grant partners and local elected officials to realize change. They are reliable, responsible, and highly organized, with great attention to detail and strong interpersonal skills. The candidate must have supervisory experience or transferable skills.

The position is currently funded through **June 30th, 2024**. Continuation beyond this depends on program funding.

The Community Activation Program Specialist reports to the Program Manager and will be responsible for developing, implementing, and reporting all aspects of the projects included in the Clean California Grants.

At Ecology Action, we are committed to diversity in our workforce and are proud to be an equal opportunity employer. People of color, women, persons with disabilities, veterans, and LGBTQI+ are highly encouraged to apply.

RESPONSIBILITIES

- Collaborate with community-based organizations and grant partners to help implement innovative walking groups with different foci, including seniors. Discover the unique qualities of each neighborhood and feature those qualities in the walking groups.
- Plan and execute a Walking School Bus Program for elementary students in both neighborhoods.

- Work with community groups to plan and implement Family Fun Festivals to celebrate the Green Valley corridor and improvements and street celebrations in East Alisal.
- Plan and implement 'learn to ride' workshops in Green Valley.
- Lead walk and bike safety presentations and in-field training for elementary-age students.
- Develop a delivery plan and track deliverables to meet grant goals and timelines.
- Facilitate and attend coordination and planning meetings with grant partners.
- Supervise, coach, and mentor staff, interns, and volunteers.
- If applicable, attend weekly team meetings and facilitate bi-weekly 1:1 meetings with staff.
- Prepare progress and final reports.
- Collaborate with Volunteer Program staff to ensure a smooth onboarding process for volunteers.
- Collaborate with the marketing team to develop educational and promotional materials.

REQUIRED QUALIFICATIONS, SKILLS AND EXPERIENCE

- Fluency in English and Spanish.
- Strong interpersonal and relationship-building skills with partner agencies, community members, team members, and the school community.
- Comfortable presenting to groups, including City Council meetings.
- Prior experience with event planning and community organizing.
- Ability to work independently and stay organized while working on multiple projects.
- Excellent communication skills - both written and verbal.
- Highly organized and motivated to excel.
- Proficiency with Microsoft Suite.
- Valid California Class C Driver's license, a reliable personal vehicle available for work purposes (mileage reimbursement provided), and current automobile insurance.
- Proven ability to manage, mobilize and mentor team members to succeed.
- 3+ years of (intern, educational, or professional) experience in an education and or community organizing role.
- Experience with project management fundamentals (work plan, schedule, resourcing, and budget management).
- Ability to execute detailed implementation of plans from multiple grants.

DESIRABLE QUALIFICATIONS

- Knowledge of the communities we serve.
- Experience collaborating with partner organizations.
- One plus year experience supervising a team or transferable experience.
- Passion for sustainable transportation or sustainable practices

WORK ENVIRONMENT

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, talk and hear, and use a computer keyboard and monitor.

The environment is a mixture of an office setting and working out in the field (at schools and community events) to plan and implement youth bicycle training.

Preparation for training events involves multiple trips to the storage unit in the basement to load and unload supplies into the agency trailer, including bicycles, boxes of helmets, and other supplies. The employee must be able to lift and move up to 50 pounds regularly.

The position requires availability between 7 am and 4 pm on weekdays for scheduled events during the school day and some weekend or evening events.

MORE ABOUT US

At Ecology Action, we are committed to diversity in our workforce and are proud to be an equal opportunity employer. People of color, women, persons with disabilities, veterans, and LGBTQI+ persons are highly encouraged to apply. Candidates for this position must be legally authorized to work directly as an employee for any employer in the United States without visa sponsorship.

Ecology Action is an award-winning non-profit consultancy that provides innovative solutions to the energy, water, and transportation challenges of cities, governments, and utilities across California. We have four decades of experience helping people make simple yet profound changes with significant environmental impacts. We believe that when individuals and businesses make simple changes in their behavior, they drive large-scale changes that benefit people and the planet. This translates into reduced carbon emissions, stronger businesses, healthier communities, and a sustainable future for all. Together, we help people, businesses, and communities act now.

Ecology Action believes that each employee makes a significant contribution to our success and should not be limited by the assigned responsibilities. This position description outlines primary duties, qualifications, and job scope but is not intended to be a comprehensive description of job responsibilities. We expect each employee to offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Ecology Action does not offer a company-paid relocation program.