

North Coast Opportunities, Inc.
413 North State Street, Ukiah, CA 95482

POSITION DESCRIPTION

- I. POSITION TITLE:** **Field Coordinator**
- II. DEPARTMENT:** **Walk & Bike Mendocino**
- III. REPORTS TO:** **Walk & Bike Mendocino Program Director**
- IV. SUPERVISORY RESPONSIBILITIES:** **No**
- V. FLSA/IWC Status:** **Non-exempt**
- VI. GENERAL DUTIES & RESPONSIBILITIES:**

Walk & Bike (W&B) Mendocino's Field Coordinator works with the W&B Mendocino Director to promote walking and biking as a primary means of transportation. The Field Coordinator provides traffic safety education to children and adults, tracks program effectiveness, and assists with marketing, donor development, and program sustainability.

VII. SPECIFIC DUTIES & RESPONSIBILITIES:

1. Provide pedestrian and bicycle safety education in the community setting to both children and adults.
2. Lead or assist with Walk to School Day events, Bike to School events, and Bike Rodeos.
3. Lead or assist with W&B promotions including updating and maintaining W&B website and assist with social media promotions.
4. Assist the W&B Director with fundraising, donor development, grant searches, and related activities to maintain the sustainability of the program.
5. Coordinate, schedule, and assist in the hosting of W&B community meetings.
6. Monitor and assist with pedestrian and bicycling education activities occurring in the county.
7. Encourage development of bike mechanic and bike share programs and provide training and resources as possible.
8. Work with school staff, PTOs, and other interested parties to implement service learning activities that support Safe Route to School activities.
9. Provide outreach and support to Mendocino County walking and biking related organizations.
10. Attend government meetings as needed to advocate for the implementation of best practices including complete streets and to remain informed of local traffic safety issues.
11. Provide a positive example of walking and bicycling as a safe and healthful means of daily transportation.
12. Work habits:
 - Arrives to work on time and obtains approval from supervisor for any changes in work schedule or absences.
 - Is able to stay focused on the job.
 - Takes pride in creating a positive, efficient work environment.
 - Treats co-workers and clients with respect.
 - Represents NCO and its programs to the community in a positive light.
 - Is able to positively adapt to change.
 - Dresses appropriately for the job.

VIII. JOB QUALIFICATIONS:

1. Combination of education and experience equivalent to a BA or BS degree. More than one year experience in routine use of walking or bicycling for transportation.
2. Computer literate, with experience on social media.
3. Basic understanding of bicycle mechanics (ability to change a flat, lube a chain, etc.).

4. Ability to ride a bicycle.
5. Proven ability to organize work, set priorities and meet critical deadlines.
6. Excellent oral and written English communication skills.
7. Ability to compile and analyze data and incorporate into reports for director.
8. Ability to speak in public, act as a representative of Walk & Bike Mendocino, and to communicate and interact with community members and public authorities in a responsible, collaborative, and respectful but authoritative manner.
9. Ability to provide and support a vision and direction to others.
10. Ability to work as part of a team and with minimal supervision.
11. Proven ability to organize/facilitate trainings and events.
12. Maintain program reporting and tracking systems.
13. For work-related driving, employee must have: a current, valid California driver's license, a driving record that demonstrates the employee is a safe, appropriate driver as verified by a DMV print out: and, proof of personal automobile insurance; or reliable transportation with proof of automobile insurance.

WORK ENVIRONMENT/PHYSICAL DEMANDS

1. While performing the duties of this job, the employee is regularly required to talk, hear, listen, and communicate clearly.
2. The employee frequently is required to sit; use hands to finger, handle or feel objects, use manual and automatic tools, or controls and reach with hands and arms.
3. The employee is frequently required to stand; bend; reach down and stretch overhead; walk; climb or balance; and stoop, kneel, crouch, or crawl.
4. The employee must frequently lift and/or move up to 30 pounds unassisted and occasionally move and lift heavier materials with assistance using ergonomic guidelines.
5. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
6. The ability to travel during the day and/or night, sometimes long distance – possession of a valid California Driver's License and access to an insured vehicle is required.
7. Interaction and contact with outside agencies, vendors, funders, volunteers, donors and contributors is a frequent aspect of this job.
8. The employee will regularly use moving mechanical equipment, ride bikes and use bicycle tools, as well as use computers and computer printers, telephones and other similar electronic office equipment.

Note: This class specification should not be interpreted as all-inclusive. It is intended to identify the core essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) or California FEHA. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Program:	Walk & Bike Mendocino
Position:	Field Coordinator – Ukiah (Temporary)
Rate of Pay:	\$ 18.02/hour
Hours:	16-20 hours per week, 6 month duration
Benefits:	Eligible for Paid sick leave and to participate in 401(k) retirement plan immediately, and for matching program upon qualifying. If position goes beyond six months becomes eligible for paid holiday and vacation accrual
To Apply:	Complete and return an NCO employment application by the closing date. Applications are available on the NCO website at www.ncoinc.org/about-us/jobs/ , by calling 707.467.3200, or at the NCO main office, 413 N. State Street in Ukiah. <i>For positions requiring ECE or CDV units: please attach transcript copies to your application.</i>
Application Closing Date:	Closes: 8/14/17
Submitting an Application:	Applications accepted only at the NCO main office. Postmarks are not accepted. By mail or hand delivery: NCO, Inc. Attn: Human Resources 413 N. State St., Ukiah, CA 95482 By FAX: 707.467.3213 By Email: SBrown@ncoinc.org
NCO is under no obligation to hire from this solicitation.	
North Coast Opportunities, Inc. is an Equal Opportunity Employer. Minority, disabled, and older individuals are encouraged to apply.	
For Head Start Child Development Program positions please see the NOTICE included with the Employment Application regarding Department of Justice clearance requirements.	