



**Project Assistant  
Job Announcement & Description**

Civic Thread

Civic Thread seeks an enthusiastic Project Assistant to grow the impact of a small and effective organization. This position is ideal for an early career professional interested in planning, public health, environmental justice, community development, and/or active transportation.

**About Civic Thread**

Civic Thread, formerly WALKSacramento, is a nonprofit organization dedicated to improving health equity in the built environment by elevating institutionally underserved voices and priorities to co-create communities, neighborhoods, and places where everyone can thrive.

Civic Thread partners with communities as well as local, regional, and state agencies to attain health, equity, environmental justice, and mobility goals through strategies involving Safe Routes to School, community-based planning, strategic marketing and outreach, and technical assistance.

Civic Thread has managed Safe Routes to School programs at over 100 schools across the 6-county region and helped secure several million dollars in transportation funding through the State's Active Transportation Program. As planning and design consultants, we implement effective engagement strategies and identify creative bicycle/pedestrian solutions. As policy advocates, we work at the local and regional levels to inform and adopt smart growth and environmental justice supportive policies. We also work with developers and land use planners to ensure development is supportive of healthy walkable, bikeable, and transit-friendly communities.

**About This Position**

The Project Assistant will support neighborhood-scale planning projects with community groups, agency staff, and other partners. The position will require coordination with a diverse network of organizations to plan events such as community meetings, site assessments, and Safe Routes to School activities. A significant portion of time will be spent working with agency staff and residents to develop community plans that improve access to schools, parks, and healthy retail. This position offers significant exposure to

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community decision-making processes and learning opportunities in transportation, environmental justice, and public health.

This posting is for a full-time assignment, with guaranteed funding for at least six months.

### **Compensation and Benefits**

- \$23.60 per hour
- Competitive medical expense reimbursement plan
- Paid vacation, sick leave, and holidays per calendar year

### **Responsibilities**

Support the Civic Thread team in:

- Implementing Safe Routes to School programs
- Organizing community events and building relationships with neighborhood stakeholders
- Translating community priorities into neighborhood and community plans
- Working with community partners to lead participatory planning projects
- Communicating built environment recommendations, findings, and data using creative, informative, and visually compelling methods
- Reviewing development projects and advocating for policy change
- Supporting policy change through participation on coalitions
- Managing organizational communications (i.e. social media, newsletters, website, etc.)
- Supporting local advocacy efforts and relative resource development

### **Qualifications and Skills**

The ideal candidate will be a highly self-motivated individual who enjoys working independently as well as part of a small, dynamic team. Desired qualifications and experience include:

- Experience with community outreach and data gathering; experience implementing innovative community engagement strategies
- Knowledgeable about public health and/or transportation planning
- Passionate about transportation equity, health equity, and environmental justice
- Interest or previous experience creating educational curriculum for students in grades K-12



- Experience with or knowledge of local planning policy and process
- Strong technical writing skills
- Strong interpersonal communication and ability to work in a team
- Social media marketing and outreach
- Experience with Canva or Adobe Creative Suite and GIS mapping are desired but not required
- Multi-lingual capabilities are a plus – specifically Spanish and/or Hmong

**Application Deadline: Wednesday, June 29<sup>th</sup> at 5:00 p.m.**

Interviews are scheduled on a rolling basis.

To apply, please send 1) a resume and 2) a cover letter to [contact@civicthread.org](mailto:contact@civicthread.org) in a single PDF. Use the subject line: **Project Assistant Application – Last name, First name**

*Civic Thread is an “at-will” and equal employment opportunity employer. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression), marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application. Persons of color, LGBTQ+ people, persons with disabilities, persons who have lived in poverty, ex-offenders, and people fluent in more than one language are strongly encouraged to apply.*