

Project Coordinator

Announcement and Description

Civic Thread seeks an experienced Project Coordinator to grow the impact of a small and effective nonprofit organization. This position is ideal for an early to mid-level professional.

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 community-based organizations, residents and local, regional, and state agencies to achieve 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 developments are supportive of healthy walkable, bikeable, and transit-friendly communities.

About the Position

The Project Coordinator will assist on community-based planning projects with residents, agency staff, and other stakeholders. The position will require coordination with a host of partners to plan events such as community meetings, walk assessments, and other outreach and information gathering activities. A significant portion of this position's time will be spent working on coordinating and delivering Safe Routes to School programs. Other tasks may involve coordinating community engagement activities, developing planning and summary documents, reviewing and commenting on development projects, assisting advocacy campaigns, and grant writing. The position offers significant exposure to community decision-making processes and learning opportunities in the transportation planning and public health fields.

This posting is for a full-time position of 37.5 hours per week.

Compensation and Benefits

- \$30 –\$32 per hour DOE
- Competitive medical expense reimbursement plan
- 12 days of paid vacation per calendar year and 12 days of paid sick leave per calendar year
- 12 paid holidays per calendar year

Responsibilities

Responsibilities include, but are not limited to:

- Work with schools, school districts, and community partners to deliver Safe Routes to School programs, including event organizing, youth engagement, and curriculum development
- Work with community members, agency staff, and other partners to implement participatory planning projects across the Sacramento region
- Organize and participate in community walking/biking/community design assessments
- Develop data-driven planning documents
- Communicate built environment recommendations, findings, and data using creative, informative, and visually appealing methods
- Assist in reviewing local development routings

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 approaches to community engagement is desired
- Strong technical writing skills
- Strong interpersonal communication skills for vertical and horizontal coordination on a small, fast-paced team.
- Experience with and/or knowledge of local planning policies
- Experience with social media marketing and outreach
- Passionate about transportation equity and environmental justice
- Proficiency in computer and technical skills, including Microsoft Office Suite and social media – Adobe Acrobat Suite, ArcGIS mapping, and online project coordination experience is a plus
- Self-starter, thrives in an environment where specific tasks are not always assigned

- Multi-lingual capabilities are a plus – specifically Spanish and/or Hmong
- Experience with and/or desire to work with K-12 students is a plus

Application Deadline: Sunday, October 15 @11:59 pm. Applications are received and interviews are scheduled on a rolling basis. Interviews are scheduled on a rolling basis in early November. Anticipated start date: December 4, 2023.

To apply, please send 1) a resume and 2) a cover letter in a single pdf to contact@civicthread.org. Use the subject line: Project Coordinator – 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.