

# Project Coordinator

## **Announcement and Description**

WALKSacramento dba 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 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. For more than 20 years, Civic Thread has advocated, implemented, and inspired health equity in the built environment through community-based planning, people-centered policy, systems change in land use and transportation, and strategic partnerships with community-based organizations, residents and local, regional, and state agencies.

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/mobility 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 residents, agency staff, and other stakeholders on community-based planning projects, advocacy efforts, community engagement, and other planning-related activities including, but not limited to, community meetings, walk assessments, and other outreach and information-gathering activities. Much of the project coordinator's time will be spent working on the Mobility Zones Project, West Sacramento's Vision Zero Plan, and Safe Routes to School, Parks, and Healthy Retail. This 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 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 and 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, June 9 @11:59 pm.** Anticipated start date: Early–Mid July 2024

*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.*

**\*\* PLEASE REVIEW THE APPLICATION INSTRUCTIONS BELOW \*\***

## **Application Instructions:**

To apply, please send the following documents in one combined pdf to [contact@civicthread.org](mailto:contact@civicthread.org). Use the subject line: **Project Coordinator – Last name, First name by June 9 @11:59 pm**

- 1. Resume**
- 2. Cover Letter**
- 3. Capabilities Test (as detailed below)**

### Candidate Capabilities Test – Project Coordinator

The capabilities test is designed to evaluate your industry knowledge, approach to equity, attention to detail, writing, proofreading and task management skills. In consideration of your own time management, we estimate this project will take approximately 3 hours to complete.

### **Scenario and Background:**

Civic Thread often works with public agencies to lead community engagement efforts on planning projects. Currently, we are working with the Sacramento Area Council of Governments (SACOG) on the Mobility Zones Project to advance clean, shared, and active transportation investments in equity-priority communities across the 6-county region. As part of our efforts, we lead several community committees, and support engagement activities, like workshops, popups and charettes. After each event, we develop a report summary.

As part of the capabilities test, we would like you to develop the following elements

1. Community Engagement Plan for an in-person workshop (in PDF format)
2. Post-Workshop Summary Report (in PDF format)

Learn more about the Mobility Zones Project here:

<https://www.sacog.org/planning/transportation/mobility-zones>

### **Element #1: Community Engagement Plan**

Develop a 1–2-page community engagement plan that provides an outline to prepare for a public workshop for the Mobility Zones Project. As you develop the community engagement plan, we encourage you to utilize creative strategies that prioritize equity and the diverse needs of the community the project intends to serve. The community engagement plan should include the following:

- Event Location
- List of creative engagement strategies to promote the workshop (be specific)
- List of materials, tools and/or any accommodation that may be needed.
- List of organizational partners to engage

### **Element #2: Post-Workshop Summary Report**

Develop a 150–200 word summary report that highlights the following

- An overview of the event, including goals and outcomes
- Who attended the event
- A summary of feedback received and themes that were discussed during the workshop.

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