



**Project Coordinator  
Job Announcement & Description  
WALKSacramento**

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

**About WALKSacramento**

WALKSacramento is a nonprofit planning and advocacy organization that improves quality of life and health equity through community-centered policy and systems change in land use and transportation.

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

WALKSacramento 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 walkable, bikeable, and transit-friendly communities.

**About This Position**

The Community Planning 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 plan 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**

- \$23.61 per hour
- 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

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### **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 development proposals

### **Qualifications and Skills**

The ideal candidate will be a highly self-motivated individual who enjoys working independently as well as part of a dynamic small 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
- 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
- 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: Friday, September 18th**

Applications are received and interviews are scheduled on a rolling basis.

To apply, please send 1) a resume and 2) a cover letter to [contact@walksacramento.org](mailto:contact@walksacramento.org).

Use the subject line: **Project Coordinator Application – Last name, First name**

*WALKSacramento 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.*