



Project Manager Job Announcement & Description

WALKSacramento

Application Deadline: Wednesday, June 9, 2021 at 5:00 pm

Desired Start Date: June 2021

WALKSacramento seeks an enthusiastic Project Manager to grow the impact of a small and effective organization. This position is ideal for a professional with 3-5 years of experience who is interested in planning, public health, community development, social justice, 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 Project Manager will lead community-based planning projects with residents, agency staff, and other stakeholders. The Project Manager will oversee the development and implementation of specific projects under one or more key program areas such as safe routes for all, community engagement for active transportation planning projects, and state and local advocacy for mobility justice. Other tasks involve developing plan documents, reviewing and commenting on development projects, assisting advocacy campaigns, and grant writing for mobility justice. Project Managers are tasked with the day-to-day management of projects including billing and task management. Project Managers report to the Executive Director and support the growth of the organization. Project Managers play an integral role in supporting the leadership development of Project Coordinators and Project Assistants. The position offers significant exposure to community relationship building and active transportation, climate, and health fields of practice at the community, regional, and state levels.

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

Compensation and Benefits

- \$60,000 - \$62,000 annually 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:

- Project Management / Daily management, profitability, and assurance of quality on all project work, from start to completion.
- Coordination of project team members on a daily basis and nurturing of relationships with partners and collaborators. Integrate project inputs from other team members with diverse professional backgrounds.
- 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 written and oral built environment recommendations, findings, and data using creative, informative, and visually appealing methods.
- Assist in reviewing development proposals.
- Oversee Project Coordinators or Project Assistant job duties.
- Manage project budgets ranging from \$10,000 - \$100,000+.
- Attend community meetings, public meetings, and partner meetings that align with WALKSacramento's mission.
- Collaborate as a team member to meet WALKSacramento's Strategic plan initiatives.

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. The candidate must be able to demonstrate 3-5 years of experience with the following:

- Manage all levels of project management, including grant development and oversight of workplans and budget follow-ups. Handle all client communications and provide regular reports back to WALKSacramento team members.
- Ability to organize and lead partnerships consisting of community members, health professionals, engineers, K-12 educators, and urban planners both internally and externally.
- Ability to designate clear tasks and provide guidance and effective feedback to the project team.
- Ability to work in a diverse team with diverse clients where cultural sensitivity is important.
- Good at communicating externally and internally - written, verbal communication, and oral presentation skills.
- Strong technical writing skills, especially related to policy analysis, transportation and land use design, and health needs assessments.
- Experience with community outreach and data gathering; experience implementing equitable community engagement.
- Experience building trust and relationships with community members.
- Experience with and/or knowledge of local planning policies, specifically active transportation, public transit, air quality, and land-use.

- Experience with social media marketing and engaging multiple age groups, demographics, and communities.
- Passionate about transportation equity and environmental justice, especially in the Sacramento Region. Have a strong emphasis on social justice in all aspects of work.
- Thrives in an environment where specific tasks are not always assigned.
- Available to work weeknights and weekends for events or special meetings as needed.
- Multi-lingual capabilities are a plus – specifically Spanish and/or Hmong.
- 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.
- Experience with and/or desire to work with K-12 students is a plus.

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

To apply, please send the following items as a PDF to contact@walksacramento.org. Use the subject line: **Project Manager Application – Last name, First name**

1. Cover Letter
2. Resume
3. Contact information for at least two professional references and one academic reference or three professional references
4. Subject Matter Expertise Questionnaire (See page 4 or download a Microsoft Word version [here.](#))
5. Project Manager Candidate Capabilities Test (See page 5 or download a Microsoft Word version [here.](#))

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.

Subject Matter Expertise Questionnaire

Your responses can be of any length.

Please send your completed response to contact@walksacramento.org by 5:00pm on Wednesday June 9, 2021 along with the other application materials requested in the job posting.

Download a Microsoft Word Version of this Questionnaire [here](#).

1. Cite a specific example of how you engaged and empowered the community. What was the biggest challenge you faced and how did you overcome it? What was the outcome of your interaction?
2. Cite a specific example of a project you've managed. What was the budget and how did you manage it? What were the deliverable and how did you ensure they were met? What was the outcome of the project and how did you find success?

Project Manager Candidate Capabilities Test

Download a Microsoft Word Version of this test [here](#).

The below scenario is a hypothetical request for a proposal. This exercise is very similar to a request you may receive as a project manager at WALKSacramento.

In consideration of your own time management, we estimate this project will take approximately 4 - 6 hours to complete. We will be evaluating document organization, task management skills, attention to detail, writing skills and proofreading.

Scenario Instructions

WALKSacramento has been asked to provide a scope of work and budget for an upcoming community focused project. As the project manager, you are asked to take the lead on developing a community engagement scope of work and budget for the project. Please develop a community engagement scope of work and budget in response to the following fictional request. Assume there will be three staff members at \$100/hour and one Project Manager at \$120/hour for your budget. There is no set format or template provided, however, documents must be submitted in a PDF format.

Please send your completed documents to contact@walksacramento.org by 5:00pm on Wednesday June 9, 2021 along with the other application materials requested in the job posting.

The City of Newcrest is seeking a Community Partner to lead Community Engagement for the Raleigh Boulevard Complete Streets Master Plan

Introduction

The City of Newcrest is searching for a local community partner to lead a forward-thinking community-driven engagement plan to help revitalize Raleigh Boulevard for the Raleigh Boulevard Complete Streets Master Plan. This plan will reflect the City's commitment to its neighborhoods and will focus on, and be reflective of, the community. It will aim to improve the quality of life and economic opportunity for existing residents and businesses along the corridor, while increasing community ownership and building local capacity.

About the Corridor

Raleigh Boulevard is an important corridor, connecting downtown to southern, more rural portions of Newcrest. The City of Newcrest is developing a plan to envision transportation improvements to Raleigh Boulevard.

Raleigh Boulevard is a five-lane 6-mile arterial connecting the central City to South Newcrest. For purposes of this project, the corridor will be organized in three segments:

Raleigh North Segment

At the north end of the Boulevard is the Newcrest Medical Center. The Newcrest Medical Center is the only level 1 trauma center, and level 1 pediatric trauma center in Northern California with about 10,000 employees and serving more than 900,000 visits a year. Raleigh North also contains a major highway overpass with high-speed highway ramps and missing sidewalks. The overpass creates a major barrier to accessing businesses adjacent to Raleigh Boulevard that rely on business from hospital employees and visitors and residents living along Raleigh Boulevard. There are no bike facilities and the public transit bus runs every 30 minutes on weekdays. Where sidewalks do exist, they are about 5 – 6ft wide with a generous tree canopy.

Raleigh Central Segment

This segment has the feeling of an historic main street, with small-scale, street-fronting retail (including the Lyric Theater). Single-family housing with alley access is present along much of the east side. The sidewalk is narrow and has an inconsistent tree buffer. Bike lanes are present. The public transit bus route runs every 12 minutes.

Raleigh South Segment

This segment feels loud and uncomfortable for walking or biking, with high traffic volumes and high-speed drivers. Land uses are generally big box or strip mall retail, with wide setbacks, many driveways, and large parking lots. Bike lanes are present. The public transit bus route runs along this section. There is an elementary and middle school on the East side of this segment. Students attending both schools live East and West of Raleigh. Students living on the West side must cross major intersections on Raleigh Boulevard at least once a day. 96% of students attending school along Raleigh Boulevard qualify for free or reduced-price meals. There is minimal tree canopy.

Land Use

Land immediately adjacent to Raleigh Boulevard is primarily zoned for general commercial use. Several blocks away from Raleigh Boulevard, the area is predominantly low and medium-density residential use. Some pockets of commercial uses are found along intersecting streets.

Population and Employment

The highest density of both jobs and residents is found near the Raleigh North Segment. The highest population densities are found along the western side of the Raleigh Central Segment, and on both sides of the Raleigh South Segment. In general, population density is higher on the western side of the corridor. Areas of high employment density are found around the northern portion of Raleigh North, at the Newcrest Medical campus, and on the west side of the Raleigh South Segment.

Why Raleigh Boulevard?

Transportation Safety

Raleigh Boulevard is on the city's Vision Zero High Injury Network (HIN). Additionally, two of the Vision Zero Top Five Corridor Study segments with the most collisions in the city are on Raleigh Boulevard. Many people walk, bicycle, and take the bus along the corridor, but the design of the street prioritizes fast-moving drivers. Major transportation safety improvements have not been made along the corridor in over 20 years.

Mobility

Bus Route 32, which services Raleigh Boulevard has the highest ridership in the local public transit system with over 3,000 daily riders. The City wants to improve access to and from bus stops.

Community

There are more than 2,000 residents and 14,000 jobs within a 5-minute walk of the corridor, making it an important thoroughfare for many residents. The corridor and surrounding area consists of a mix of ethnic businesses, a high cultural diversity among residents including Latinx, Black, African American, Asian American, and Pacific Islanders. 78% of residents report speaking a language other than English as their primary language. Top languages include Vietnamese, Spanish, Hmong, and Chinese (Mandarin). There are a mix of affordable housing sites along the corridor and one CalFresh food distribution site located in the Raleigh Central segment. Median household income is about \$33,000, 30% lower than the City and 53% lower than the County.

Scope of Work

Having multiple transportation choices to choose from can provide many community benefits. Streets focused on people, where residents are comfortable, can promote walking and bicycling. Corridors that have effective public transit options see improved economic outcomes. Getting people out of their cars and engaged with the street is also better for the environment and reduces greenhouse gas emissions.

Engaging residents who live, work, and travel along the corridor will be critical to developing a master plan that is equitable, effective, and addresses needs and opportunities of residents of all ages and abilities. Residents, businesses, education centers, and other service providers are critical to the success of this plan. The scope of work should demonstrate how your organization will lead authentic community engagement efforts throughout the duration of the project. Key elements of the scope of work shall include, but are not limited to, the following:

- WALKSacramento's background
- Brief description of how you will prioritize relationship building and engagement with communities that have been systemically excluded from planning processes
- Outline of creative engagement strategies, with particular considerations for engagement tailored to youth, seniors, non-native English speakers, and people with disabilities
- Regular Community Meetings
- Regular Project Management Meetings with the City and other consultants
- Development of a recommendations report and community engagement summary for the final plan
- Development of a budget to accommodate the scope of work tasks. Budgets shall not exceed \$80,000.

Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP, and should not contain redundancies and conflicting statements. Proposals may use any template that fits your needs. This planned project timeline is August 1, 2021 through July 31, 2022. Submissions must be submitted in a PDF format.

This exercise should take you about 4 – 6 hours to complete. You may email clarifying questions to contact@walksacramento.org. Out of fairness for all candidates, some questions may not be answered.