

Fort Wayne Trails Job Description

Contracted Program Coordinator

Fort Wayne Trails is a nonprofit advocacy organization. We work with government and elected officials to accomplish our mission which is to act as a community partner and advocate in the development of a connected, multi-purpose system of trails in Allen County. Through scheduling, volunteer management and event management, the Contracted Program Coordinator will be responsible for managing and supervising the completion of our General Motors Company funded program *Where the Trail Meets the Road: Courteous and Safe Bicycling, Driving, and Pedestrian Practices for our Community*.

Program Start Date: 02/15/2019 Program End Date: 12/31/2019

As a contractor, the Contracted Program Coordinator is expected to maintain confidentiality in some matters and provide excellent interaction with and general support and assistance to other staff members to ensure efficient and professional office operations. This position will include interaction with the public, and program recruitment activities.

The Contracted Program Coordinator will report directly to the Sustainability Director. There will also be opportunities to collaborate with the City of Fort Wayne, League of American Bicyclists (LAB), and Bicycle Friendly Fort Wayne (BFFW). At the end of the funding period, this position may continue through one of the partner entities.

To Apply:

Send Resume along with contact information for three references to angie@fwtrails.org. Deadline is February 1, 2019. Please include "Contracted Program Coordinator" in the subject line.

Program Descriptions

1. League Cycling Instructor (LCI) Training, April or May 2019:

- a. Dates: April 26,27,28, 2019
- b. Location: Parkview Regional Medical Center
- c. Contracted Program Coordinator will maintain the list of registrants, coordinate with Parkview Hospital and LAB to organize and oversee this event.

2. LAB Safety Skills 101 for Bicyclists Classes, March-October, 2019:

- a. March –April 2019: Plan and implement an SS101 class so that enough of the LCI participants can complete their preliminary requirement prior to the LCI course.

- b. Trained LCI (above) will provide classes to 100 residents. **Contracted Program Coordinator** will help to schedule and coordinate these activities.
 - c. **3RVS Ride Leaders, TTT Ride Leaders**, should take this course as well.
3. **Bicycle Friendly Driver Presentations, January-December 2019:**
- a. **LCI (above) will provide 20 presentations** to a total of 300 people,
 - b. Target groups: LCI employers, FW Metals, LFG, Ash, ACPL, OLG, Riverfront, local Banks, FWCS, Realtors, Citilink, Post office, City, County, FWPD, ACSheriff, License Branches?
 - c. Public sessions offered during May in conjunction with Ride of Silence, and at the ACPL for general public
 - d. **Contracted Program Coordinator** will schedule and coordinate these activities with locations, communities groups, and volunteers.
4. **Public Service Announcement Campaign, May-August 2019:** FWT, LCI, GM contractors (UAW 2209), will create short videos demonstrating best practices on roads and trails. **FWT Staff and Contracted Program Coordinator** will work together to create these.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as deemed necessary.

Program Management

- Answer emails and phone messages courteously and provide appropriate assistance
- Greet and direct participants at events, monitoring sign-in sheets, and collecting contact information.
- Respond to email, letter mail and phone calls in a timely manner
- Coordinate logistical needs for events and activities associated with this program.
- Maintain inventory of office supplies and equipment
- Assist staff with other tasks related to this program as needed at the direction of supervisor

Event/Program Support

- Fulfill event logistical needs
- Assist with events on the day they occur as needed

Volunteer Coordination

- Identify Volunteer needs, and locate volunteers for each event.
- Prepare and send follow-up letters and/or thank you notes.

DESIRED QUALIFICATIONS

- Good writing skills; be able to generate letters and other communication without close supervision
- Self-motivated & ability to work independently.
- Ability to manage multiple tasks and goals, problem-solve and prioritize among assignments

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- Strong interpersonal skills and experience working with a variety of audiences.
- Professional attitude toward work, staff and visitors
- Promptness, reliability and sound judgment required
- Well-organized with attention to detail and a resourceful problem solver
- Ability to work effectively under pressure without close supervision
- Excellent written and oral communication skills
- Extensive computer skills (Microsoft Word, Excel, PowerPoint, Access, Publisher and the Internet) and word processing and data entry skills
- Strong typing and proofreading skills

EDUCATION and/or EXPERIENCE

- 1-2 years administrative experience in a fast-paced environment calling for self-motivation and independent judgment
- 2 years experience managing a database system or similar technology
- 1-2 years program or event planning management

SALARY

This is a contractual position with total funds of \$2500 available for the contract. The expectation is that contractor will work 15-20 hours per month. As part of the contract, the contractor must fulfill the specific program outcome objectives, described above. These will be assessed on a bimonthly basis for satisfactory results.

LANGUAGE SKILLS

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of participants and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an contractor to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties this job, the contractor is frequently required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, talk or hear; and taste or smell. The contractor must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an contractor encounters while performing the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the contractor is frequently exposed to an inside office setting, or outside weather conditions. The noise level can vary from an office setting to a moderately noisy construction worksite.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.