



**Job Title:** BikeWalkNC (BWNC) Program Manager

**Classification:** Full-time contract position

**NOTE:** This job is only open to residents of North Carolina, and requires some travel around the state.

### **Program Manager**

- Responsible for leading and overseeing our educational programs, executing BikeWalk NC's Bicycle Friendly Driver Program and supervising this program throughout its first year grant period. This will include local outreach and engagement strategy.
- Responsible for grant relations, including compliance with applicable grant and 501c3 regulations.
- Must represent BikeWalk NC with professionalism, organization, and friendliness.
- Will oversee an integrated and growing education and outreach programs.
- Will perform event planning with focus on Annual NC BikeWalk Transportation Summit.
- The Program Manager will be supervised and report directly to the Executive Director.

### **Experience and Education:**

- Broad base of relevant technical knowledge and skills relating to active transportation and advocacy.
- Experience as a teacher or instructor to provide educational information to audiences.
- Experience with stakeholder and public outreach, including public meeting logistics and facilitation.
- Experience in federal grant management and compliance or comparable grant management experience.
- Applicable experience in nonprofit business operations.
- Detail oriented with excellent verbal, written and interpersonal skills.
- Microsoft Office Applications skills as well as proficiency in Google Drive.
- Bachelor's or associate's degree, preferred or equivalent combination of skills, education and experience.



**Grant Compliance:**

- Prepare and/or review information and reports for internal and external stakeholders.
- Develop and modify policies/procedures/systems in accordance with grant compliance requirements.
- Make preparations for external visits in accordance with grant compliance requirements.
- Establish and maintain records for each grant-funded project to be used for tracking and reporting purposes.

**Job Details:**

Commensurate with the experience and qualifications of the selected candidate, the salary ranges from \$42,000 to \$58,000 per annum.

Employees are currently working remotely and will require access to transportation across the state. When it is safe to do so, the organization will resume community engagement operations and community outreach as needed. Some weekend and evening work may be required. Typical weekly hours for this position are 40 hours per week, with some schedule flexibility.

**To Apply:**

Submit a cover letter and resume to [Director@bikewalknc.org](mailto:Director@bikewalknc.org) with "Program Manager BWNC" in the subject line. BikeWalkNC will send qualified candidates follow up questions relevant to this position upon receipt of resume.

BikeWalkNC strongly encourages applications from people who have historically been underrepresented in the bicycle industry, advocacy, and nonprofit work.

BikeWalkNC is an Equal Opportunity Employer and is committed to diversity, racial equity, and inclusion. BikeWalkNC does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, record of arrest or conviction, or any other factor that the law protects from employment discrimination. We strive to have a diverse board, staff, and volunteer base that is reflective of the communities we serve. This position is subject to reference checks and the completion of a background check.

**All submissions due by September 20, 2021 with an anticipated start date after October 1, 2021.**

