



## **BICYCLE PROGRAMS ASSOCIATE (Part Time, Per Diem)**

HART Commuter Information Services, a 501c4 non-profit organization dedicated to promoting sustainable transportation in Hunterdon County, NJ, seeks an enthusiastic individual to support bicycle programming.

This is a part time, per diem grant funded position offered from August 2017- September 2018. Occasional evening or weekend hours may be required. Hours not to exceed 1,000 hours within 12 month period (approximately 20 hrs/week, varied).

Under the supervision of the Executive Director, and in coordination with other HART staff, the Bicycle Programs Associate will have the following primary duties.

- Promote existing bicycle safety education program through local municipalities, community, non-profit, and religious organizations, and other relevant audiences as identified.
- Support Hunterdon County Safe Routes to School bicycle programming
- Participate in community events to raise bicycle safety awareness
- Develop and conduct presentations and activities to communicate safety messaging to audiences who may rely on bicycling as their primary mode of transportation or may be at higher risk of being involved in crashes (senior citizens, non-English speaking, low income individuals)
- Stay up to date and knowledgeable on all pertinent bicycle safety information, statistics, crash data
- Work with local bicycle shops, bicycle clubs and other related groups to reinforce positive safety behaviors
- Develop content for [www.bikehunterdon.org](http://www.bikehunterdon.org) website
- Support HART's Bicycle Commuter Program and Bike to Work Week event
- Maintain program activity data and provide progress reports

### **Qualifications**

The successful candidate will have the following qualifications:

- Outgoing personality
- Public speaking skills- REQUIRED
- Intermediate/Advanced Bicycling ability
- Motivated self-starter; excellent work ethic
- Ability to self-direct work effort
- Knowledge of Microsoft Office applications, including Word, Excel
- Ability to research information on the Internet
- Ability to document efforts in regular written reports
- Valid driver's license and reliable vehicle required. (reimbursement for use of own vehicle)
- Must possess or be willing to acquire (at HART expense) League of American Bicyclists "League Certified Instructor" (LCI) certification

Apply using online Employment form/HART website