



## **Bike Durham Seeks Temporary, Part-time Contractor for Safe Streets Community Outreach Services**

Do you believe Durham's streets should be safe, inclusive, and accessible to all? Do you love interacting with people from different walks of life? Are you passionate about helping residents and business owners work together to make their neighborhoods safer for walking, rolling, or biking?

Bike Durham is a 501(c)3 nonprofit organization whose mission is through events, advocacy and education, to empower all people to walk, bike and ride transit more often. Our vision is a Durham where everyone has access to safe, affordable and sustainable transportation regardless of who they are or where they live.

Bike Durham is seeking to contract with an individual to coordinate community outreach activities for a safe streets project in the Burch Avenue neighborhood this summer. We project that the work will be an estimated 150 hours (15-20 hours per week), beginning as soon as possible and completed by September 1.

The planned activities include:

- Initial neighborhood meeting - open forum to hear from one another, identifying and documenting areas of concern and opportunity. This will include activities specifically directed at engaging youth, as well as adults.
- Neighbor Walk Audit of the identified areas of concern and opportunity
- Neighborhood Planning meeting- Plan for and select application of tactical urbanism or possible Shared Street Implementations
- Installation Day - Hands-on implementation of the selected measures and celebration

This position(s) will work closely with the Bike Durham executive director, volunteer leaders of the Burch Avenue Neighborhood Association, and City of Durham Transportation department staff.

### **Who We are Looking For:**

We are looking for an independent contractor(s) with the following qualifications:

Experience:

- Previous paid or volunteer experience with community outreach in diverse communities
- Meeting organization and facilitation experience
- Experience working on traffic safety issues preferred, but not required

Personal Attributes:

- Enthusiasm to work with residents and business owners
- Desire to engage diverse communities in discussion of traffic safety issues
- Outgoing personality and ability to build relationships and trust with diverse communities reflected in Durham
- Experience and comfort working in racially and economically diverse communities
- Ability to plan, execute, manage and evaluate programs
- Ability to organize and empower volunteers
- Ability to represent Bike Durham at public meetings and events
- Strong verbal and written communication
- Self-motivator who is able and excited to work in a less structured environment
- Works independently and collaboratively
- Excellent time management skills and the ability to execute plans under tight deadlines
- Has integrity, dedication, drive, diplomacy

Preferred Attributes (not required):

- Experience with, or knowledge of, walk audits
- Knowledge of, or relationship with, safe walking or bicycling street design
- Experience using software such as: ActionNetwork, Microsoft, and Google Suite
- Knowledge of the communities in Durham
- Proficiency in Spanish is desired

### Compensation, Hours, and Term:

Bike Durham is seeking an independent contractor(s) to fulfill this role at a rate of \$20 per hour for 150 hours. Since this is a contract position, we are not able to offer any benefits. We estimate that delivering on our scope of services will require an average of 15-20 hours per week for 8-10 weeks. The daily schedule will be flexible and set by the independent contractor(s) considering the needs of the Burch Avenue neighborhood. Our funding comes through a grant with the Duke Office of Community Affairs. The term of this contract will run through September 1, 2021.

### To Submit Your Qualifications:

Please send a one-page cover letter, a resume, and three references to [contracts@bikedurham.org](mailto:contracts@bikedurham.org). We will not contact your references without your permission.

In your cover letter please explain your qualifications for this work, why you are interested in this contract with Bike Durham, and your relevant past experience. Please combine all three documents into a single pdf and save with your name "SRTS\_Contract" in the file name.

We will accept submissions of qualifications on a rolling basis and hope to contract with the most qualified contractor before June 30, 2021.