



Bike Durham is Hiring Two (2) Summer Interns

Overview:

Bike Durham seeks to hire two summer interns to support the development of a People's Vision for Durham's Transportation Future. One position will be a planning intern; the other will be marketing & communications intern.

Interns will support our initiative to build a grassroots movement of residents and bus riders and transit employees to win changes resulting in a transportation system with zero deaths or serious injuries, zero carbon emissions, and zero racial disparity of access.

Bike Durham is a 501(c)3 nonprofit organization whose mission is to use 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 currently has three full-time and three part-time staff, and is recruiting for a full-time advocacy campaign organizer. These two intern positions will work closely with the executive director, the advocacy campaign coordinator, and the director of development and communications.

Compensation

Each intern will be paid \$17-\$20 per hour for 30 hours per week for up to twelve (12) weeks. This is a hybrid work position with the flexibility to work remotely and access to the co-working community at ReCity in downtown Durham. Some evening and weekend work is required.

To Apply

Please send a one-page cover letter, a resume and a writing sample to jobs@bikedurham.org. In your cover letter please explain your qualifications for this work, why you are interested in this position with Bike Durham, and your relevant past experience.

Bike Durham is an equal opportunity employer.

We do not and will not discriminate in employment, recruitment, Board membership, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or for any other discriminatory reason.

Planning Intern

Primary duties and responsibilities of the planning intern include, but are not limited to, the following:

- Research and recommend metrics to be tracked to hold governments accountable for progress toward zero traffic-related deaths or serious injuries, zero carbon emissions from the transportation sector, and zero racial disparity of access.
- Identify existing datasets and new data collection processes needed to track performance for the recommended metrics
- Where feasible, analyze and report on current performance for the recommended metrics
- Prepare case studies of policy changes at the local or regional level necessary to achieve the outcomes identified through community engagement.
- Participate in writing content for the People's Vision for Durham's Transportation Future
- Participate in community engagement activities

Qualified candidates will bring with them:

- Coursework in planning topics and techniques
- Coursework or experience in research, data analysis, and report writing
- Strong organizational and time management skills; ability to meet goals and deadlines while working independently
- Excellent interpersonal skills; ability to build trust and maintain relationships with diverse individuals by race, gender, age, economic status and an array of key stakeholder groups
- Strong communication skills; ability to write and speak clearly and persuasively, including in public settings
- High degree of professionalism, sensitivity to political dynamics, and commitment to diversity, equity, and inclusion
- Ability to work in a fast-paced, frequently changing environment
- Passionate about public transit, labor, environmental justice, and equity.
- Experience working in an environment where commitment to justice based on race, ethnic origin, gender, age, sexual orientation and physical ability is an important institutional value.

Communications & Marketing Intern

Primary duties and responsibilities of the communications and marketing intern include, but are not limited to, the following:

- Support the Director of Development & Communications to integrate the People's Vision campaign into overall organizational communications.
- Prepare materials used in community engagement events such as registration, handouts.
- Prepare communications to promote community engagement events and use appropriate channels to share out such as social media, Eventbrite.
- Organize and maintain contact information for partner organizations and communities.

- Organize community input, including personal stories of transit use, for practical use such as in reports.
- Assist in developing media kits and press releases.
- Take photos and video at events for practical use such as in reports, social media.
- Organize photo and video libraries internally and on platforms like Youtube.

Qualified candidates will bring with them:

- Experience using social media channels and other outreach platforms to promote events and share impact.
- Experience in creating a communication strategy for an event/campaign and creating collateral communication materials.
- Proficiency in graphic design programs like Canva.
- Strong organizational and time management skills; ability to meet goals and deadlines.
- Excellent interpersonal skills; ability to build trust and maintain relationships with diverse individuals by race, gender, age, economic status and an array of key stakeholder groups
- Strong communication skills; ability to write and speak clearly and persuasively, including in public settings.
- High degree of professionalism, and commitment to diversity, equity, and inclusion.
- Ability to work in a fast-paced, frequently changing environment.
- Passionate about public transit, labor, environmental justice, and equity.
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Exceptional candidates will also bring with them:

- Bi-lingual English/Spanish speaking proficiency.
- Experience planning and implementing community events.