

Education Specialist

The Bicycle Coalition of Maine (BCM) is seeking an energetic, self-directed individual with bicycle education experience to join our team as part of the Coalition's work in promoting bicycle and pedestrian safety. Responsibilities include:

Education trainings

- Conducting outreach, scheduling and providing educational rides, and giving presentations and bike clinics at schools and community events
- Providing basic off-road riding education
- Encouraging local schools to participate in Walk/Bike to School Day(s) and other walk- and bike-encouragement activities, including International Walk to School Month in October and Maine Walk & Bike to School Month in May
- Supporting Heads Up! programming in conjunction with the Maine Department of Transportation and local municipalities
- Assisting with curriculum revision/development
- Assisting with communications, including newsletter and program announcements
- Collecting stories and photos of events and activities to share successes
- Contributing regional Safe Routes to School (SRTS) content to the Maine SRTS e-newsletter and website several times per year
- Basic bicycle mechanical checks and instruction during teaching events
- Conduct safety and how-to bike basics trainings and workshops for businesses

Additional general responsibilities include:

- Staying informed of current bicycle and pedestrian issues, including best practices in SRTS & Bicycle and Pedestrian Safety Education (BPSE) via webinars, listservs, conferences, etc.
- In coordination with the BCM communications team, helping to promote the programs to area media, at public events, and through social media
- Maintaining files and databases for the program
- Performing other responsibilities as required or assigned in association with other BCM programs and events

Minimum qualifications include:

- Excellent communications abilities, written and spoken
- Experience as an educator (outdoor educator preferred) for all ages and a variety of audiences
- Good organizational skills
- Comfort using technology (e.g. Google suite and database management)

Special consideration given to persons with any of the following credentials:

- League Cycling Instructor certificate
- Professional Mountain Bike Instructor Association

- International Mountain Bike Association certificate
- Maine Teaching certificate
- Bicycle Mechanics Training a plus

The ideal candidate is an avid cyclist and will have: a flexible schedule, a proven ability to work independently, experience working with public school systems, experience in community organizing and outreach, knowledge of the program region, comfort with making presentations and facilitating meetings to a variety of audiences, some knowledge of and interest in transportation policies and facilities, experience with event planning, and an enthusiasm for biking and walking. Regular evenings and weekends are required. Regional travel required.

This one-year temporary position (through April 2021) is for approximately 20 hours per week, with a salary range of \$15-25/hour depending on experience. Hours will vary slightly throughout the year, depending on BCM needs.

To apply, please submit a letter of interest, a resume, and a list of three references with phone and email contact info to jobs@bikemaine.org.