



**Los Angeles County Department of Public Health
(Bicycle Master Plan Cooperative Outreach Program)
“PROJECT MANAGER”**

Active Transportation Outreach Coordinator – Job Description

Position: Exempt

Monthly Salary: \$5,917

Fully Paid Medical/Dental Insurance

The following provides a general description of duties and a more specific description of requirements for the Outreach Coordinator. Please note that the summary of responsibilities and required abilities identified below are not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Outreach Coordinator will have primary responsibility for all project management and administrative duties of the Active Transportation Outreach Program. This program will build support for and gain input into the development of bicycle and pedestrian amenities in Los Angeles County unincorporated areas.

- Work with the Department of Public Health (DPH) and the Department of Public Works (DWP) staff to identify priority communities.
- Conceptualize, develop, and implement a community outreach plan for each priority community.
- Coordinate and facilitate meetings with a variety of partners including County departments, community based organizations, and community leaders.
- Organize and facilitate activities to collect community input on bicycle and pedestrian friendly improvements.
- Build consensus between agencies and community partners that may have opposing views.
- Collaborate with DPW to incorporate community input into planning and design documents and revise current DPW planning documents as needed.
- Assist DPW with the development of planning documents and scopes of work, and with oversight of contractors.
- Organize and facilitate meetings to educate community members about the benefits of bicycling and walking.
- Train community partners to educate residents and decision makers about the public health benefits of walkable and bikeable communities.
- Develop a best practices guide for conducting bicycle and pedestrian outreach in unincorporated LA County.
- Oversee bicycle and pedestrian counts.
- Other duties as assigned by the PLACE Program Director.

Minimum Qualifications

- A Bachelor’s Degree in urban planning or related field from an accredited college or university – **AND** – Two years of experience working with community members on active transportation policies, projects and/or programs. A Master’s Degree in urban planning or related field from an accredited college or university may be substituted for one year of the required experience.
- Valid California driver’s license, proof of vehicle insurance, and reliable transportation or ability to secure timely transportation for travel to a variety of sites throughout Los Angeles County.

Desirable Qualifications

- Experience conducting outreach in culturally and economically diverse communities.
- Experience using a variety of strategies to collect community input on bicycle and/or pedestrian initiatives.
- Experience planning and facilitating community workshops.
- Experience facilitating productive dialogue between groups with opposing views.
- Through understanding of traditional and innovative bicycle and pedestrian infrastructure.
- Solid understanding of the relationship between active transportation and public’s health.
- Excellent oral and written communication skills.
- Ability to fluently speak and write Spanish.
- Experience supervising staff.
- Skilled in the use of Microsoft Office, Adobe Photoshop, Illustrator and InDesign.

Qualified candidates should contact Arlene Apodaca (arlene.apodaca@p-i-d.biz), Frances Martinez (frances.martinez@p-i-d.biz) or upload your resume and cover letter to www.partnersindiversity.com