



<b>Position Title:</b> Outreach and Communications Coordinator	<b>Job Code:</b> Full Time / At Will	<b>Overtime Status:</b> Non-Exempt
<b>Reports To:</b> Associate Director	<b>Location:</b> Omaha, NE	

### POSITION PURPOSE

The Outreach and Communications Coordinator is responsible for executing and coordinating communications, marketing, programming, and community events.

This position is also responsible for representing the organization within the community and at events. Regular and reliable attendance, either in office or working remotely, is an essential function of this position. Due to the nature of the position, some nights and weekends will occasionally be spent attending events and traveling.

The Outreach and Communications Coordinator will report directly to the Associate Director and collaborate with them on marketing, communications, and event management. This position is non-exempt with fluctuating hours, generally 30-40 hrs per week.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

**Communications:**

- Craft communications in line with Bike Walk Nebraska’s established strategic plan and mission to make active transportation safe and more accessible in Nebraska;
- Execute a communications calendar including e-newsletter, website content, social media posts and public reports in conjunction with Associate Director;
- Represent BWN at events and meetings; collect input from stakeholders, business owners, active transportation users and others as directed.

**Community Outreach & Education:**

- Attends relevant community meetings; participate in relevant councils and committees;
- Schedules outreach presentations in the community and communicates with staff regarding coverage and responsibilities;
- Develops outreach materials and packets;
- Maintains relationships with collaborative partners and cultivate new partners;
- Provide support to program functions and daily program coordination including Adult Learn-to-Ride classes, National Bike Month and Safe Routes to School;
- Guide and implement the promotion of local and statewide organizational events, rides and webinars.

**Miscellaneous:**

- Other duties as assigned.

<b>EDUCATION &amp; RELATED WORK EXPERIENCE</b>	
<b>Education Level:</b>	
Associate or Bachelor’s Degree within a relevant field, and/or similar workforce experience.	
<b>Years of Related Work Experience :</b>	
1-3 years	

<b>SKILLS AND KNOWLEDGE</b>		
	<b>Required</b>	<b>Preferred</b>
Bachelor’s Degree		<b>X</b>
Proficient computer skills in Microsoft Office 365, Canva, WordPress, G Suite, and other online platforms; strong attention to detail.	<b>X</b>	
Excellent oral and written communication skills. Ability to produce effective web and social media content.	<b>X</b>	
Confident public speaking skills.	<b>X</b>	
Demonstrated ability to self organize, self motivate and work independently; ability to multitask and be flexible in a changing environment.		
Enthusiasm for Bike Walk Nebraska core beliefs of safety, design, mobility justice, and that data and technology can improve outcomes for all.	<b>X</b>	
Knowledge of and commitment to equity, inclusion and justice issues.	<b>X</b>	
General knowledge of active transportation concepts, issues and current events.		<b>X</b>

***Employment Opportunity***

Bike Walk Nebraska provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, gender identity, or non-disqualifying physical or mental handicap or disability.

***Working Environment***

Primary office location: Onsite at the Bike Walk Nebraska office  
 Sedentary work – lifting and/or carrying up to 30 lbs. occasionally  
 A mix of indoor and outdoor work – may be exposed to some outdoor elements or hazards  
 Infrequent travel involving overnight stays

***Job Responsibilities***

These statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Bike Walk Nebraska may change the specific job duties with or without prior notice based on the needs of the organization.