



National Association of City Transportation Officials (NACTO)

To apply: Send a cover letter and resume as one PDF file to hr@nacto.org with subject "Program Manager (Bike)"

Job Title: Program Manager
Start Date: September 2017
Salary: Commensurate with experience
Location: New York City (Midtown Manhattan)

Join the dynamic staff at the National Association of City Transportation Officials (NACTO). NACTO seeks a Program Manager who will manage NACTO's participation in the Better Bike Share Partnership and coordinate NACTO's Cities for Cycling Network. The Program Manager will work directly with city staff around the country on bike share, equity, cycling, and other issues in sustainable transportation, urban planning, design, and policy. They will also support other ongoing NACTO initiatives focused on the creation of safer, better conditions for people biking, walking, and taking transit.

The ideal candidate has an understanding of how city governments work and familiarity with major trends/topics in transportation such as growing cycling networks and bike share, Vision Zero and urban street safety, walkability and public space, transit network development, equity and addressing institutionalized racism, or traffic engineering and street design. They are a confident, effective public speaker who thrives in a close-knit, fast-paced, productive workplace. They are good at building and sustaining relationships. Some travel required.

NACTO is an association of 55 major North American cities formed to exchange transportation ideas, insights, and practices and cooperatively approach national transportation issues. Our mission is to build cities as places for people, with safe, sustainable, accessible, and equitable transportation choices that support a strong economy and vibrant quality of life.

Responsibilities include:

- With supervision, manage [NACTO's participation in the Better Bike Share Partnership \(BBSP\)](#), a 2-year, grant-funded, national initiative with the City of Philadelphia, the Greater Philadelphia Bicycle Coalition, and People for Bikes, that seeks to identify sustainable, equitable models for bike share and challenge assumptions about race in cycling. More information about the BBSP can be found [here](#) and [here](#).
- With supervision, coordinate NACTO's [Cities for Cycling Network](#), a core NACTO project that helps cities implement world-class bicycling infrastructure by convening national experts to exchange knowledge, and by cataloging and promoting best practices in cities across North America.
- Represent NACTO at conferences and speaking engagements and in meetings and discussions with NACTO member cities and transportation professionals.
- Assist with the analysis, writing, and development of NACTO's research, guidance, and policy positions on transportation issues such as bike share, cycling, using safety & crash data, street design, project delivery, and institutionalized racism.
- Event planning for workshops, trainings, receptions, and events in cities across the country.
- Engage and support NACTO's membership via listservs, working groups, webinars, and events.



Qualifications

- 3-5 years of professional or practical experience in transportation planning, urban policy, or a related field, especially as related to creating safer, better conditions for people biking, walking, and taking transit.

Job-Specific Skills

- Ability to understand, discuss, and problem-solve traffic engineering and street design challenges, especially as it relates to the creation of all ages and abilities cycling infrastructure.
- Ability to speak clearly and honestly about the relationship between, and impacts of, institutionalized racism on transportation policy and planning.
- Strong presentation and public speaking experience, including development and delivery of pithy, visual, high-impact presentations on policy and technical material.

General Required Skills

- Outstanding communication skills, both spoken and written, including in-person, email and phone communication.
- Strong analytical skills – both written and quantitative – and the ability to synthesize ideas and themes from a variety of information sources.
- Good organizational skills and the ability to manage multiple projects concurrently.

Desired Skills

- Experience with grant writing, fundraising, and building and maintaining relationships with funders, sponsors, and members.
- Experience planning events.
- Experience with data software packages to clean, manipulate, and analyze data, especially crash and count data (e.g. ACCESS, GIS, QGIS).
- Adobe Creative Suite (InDesign, Photoshop, and Illustrator).
- Experience working for or with city government.

This opening will remain posted until **Friday, August 18th, 2017**. Do not wait to apply! We will consider applications on a rolling basis and may not wait until the deadline to interview and extend offers.

NACTO is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a passionate working environment. Salary is based on a nonprofit scale and commensurate with experience.