

Bicycle Alliance of Minnesota Job Announcement Education Assistant

Status \ Part Time, Hourly. 1 year term with potential for expansion contingent on further grant support

Reports to \ Deputy Director

Key Relationships \ organization partners including state agencies, elementary schools, and grant partners

Salary \ \$22.00 per hour paid monthly

Location \ Minneapolis, MN. Main office with activities around the state and occasional remote work.

Hours \ Flexible. BikeMN's office is typically open M-Th, though this position will involve some evenings and weekends, including events and meetings, and potential travel including overnight. This position will have some seasonality, with a higher weekly commitment in the summer and lower hours in the winter.

HOW YOU'D FIT IN + STAND OUT

The Education Assistant is a new role at BikeMN and will be an integral team member working with BikeMN's expanding Education Team to deliver comprehensive biking and walking education for Minnesotans. This position will primarily focus on two of BikeMN's programs: our statewide curriculum training program, [Walk!Bike!Fun!](#) and our new Active Transportation Safety Training Program. This is a grant funded position with potential expansion contingent on further grant support.

PRIMARY RESPONSIBILITIES + EXPECTATIONS

The Education Assistant will be a frontline educator supporting classes, trainings, and other education activities. This position will work closely with BikeMN's education team to train educators using the Walk!Bike!Fun! curriculum, develop education materials, connect with community organizations, and manage logistics and equipment. You will be passionate about teaching a diverse range of learners from a variety of backgrounds and have experience working with other educators to creatively communicate ideas. Additionally, this role will be integral in the coordination and management of BikeMN's growing program bike fleets across the state.

Program delivery

- Teach, train, and provide delivery of education programs in conjunction with the education team
- Assist with the development of educational materials
- Maintain a focus on anti-racism and equity throughout programs
- Manage BikeMN's program equipment including fleet inventory and scheduling for programs

Management + Leadership

- Train and mentor educators, community members, and volunteers on Walk!Bike!Fun! curriculum
- Assist with the continued, responsive development of Walk!Bike!Fun! trainings

Administration

- Complete forms and reports as needed for programs
- Coordinate and reserve space for program activities
- Coordinate and inventory BikeMN equipment and bike fleets

Additional Desired Qualifications

- Fluent and able to provide education- written and verbal - in Spanish, Hmong, Somali, or another language
- League Cycling Instructor (BikeMN will provide training as needed)
- Bike mechanic/maintenance experience
- Experience with coordination and equipment management
- A driver's license and experience driving large vehicles with trailers

WHO WE ARE + WHAT WE DO

For more than a decade the Bicycle Alliance of Minnesota (BikeMN) has been a leading statewide nonprofit comprising nearly 10,000 annual supporters from 200 communities throughout the state, hundreds of local leaders and educators, and a team of ten full-time-equivalent staff.

Mission: The Bicycle Alliance of Minnesota engages people, provides education, and advocates for biking and walking.

Vision: We envision a Minnesota where every person everywhere can easily walk, bike, and roll as ways to move in daily life.

BikeMN has long worked using a systems change approach of engagement, education, planning, and advocacy that values every person having access to daily movement (mobility). We believe in mobility that puts human life and health first. While our headquarters are in Minneapolis, our staff and board of directors live throughout Minnesota. Learn more at bikemn.org.

Our culture is one of justice, passion, fun, and flexible, resourceful work. BikeMN is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of people who walk, bike, and roll in Minnesota. BikeMN seeks individuals who are black, indigenous and people of color to apply.

Our Big Vision

- All people experience safety: traffic safety, freedom from community violence, enforcement strategies that are equitable and support walking, biking, and rolling.
- The culture of getting around values walking, bicycling, rolling, and riding transit by default instead of defaulting to cars.
- People of color, especially Black and Indigenous communities, have access to vital daily movement.
- BIPOC communities have the tools, voice, and support to advocate for better bike and walk policies and infrastructure.
- Rural, urban, and suburban communities thrive due to connected routes that support all ages and abilities.
- Biking, walking, and rolling are a critical climate mitigation strategy to sustain a healthy planet and community.

THIS JOB IS FOR YOU IF YOU'RE....

Ready to Lead + Have People Skills Needed-- We need an experienced educator who loves to teach others. You will have worked with diverse partners and students before and provided the administrative support to make activities happen.

Strong Communicator—You enjoy working hands-on with others but appreciate communicating by Slack, Zoom, phone, and/or email for a significant portion of your work days when you are not teaching.

People Lover—You like people and getting to know how to motivate them to be their best

Relational—To be successful in this role, you will be motivated by and enjoy developing meaningful and long-term professional relationships with each member of the team, external partners, and the people BikeMN serves

Unflappable—We need a person committed to creative problem-solving and helping to expand our programming when the opportunity presents itself, even under pressure.

Diplomatic—You must be able to balance competing priorities and requests without compromising our organizational integrity.

Team Player—Our success is based on what we do together; we need someone who enjoys working with internal and external teams to meet deadlines and achieve goals.

WORK ENVIRONMENT

BikeMN's headquarters in Minneapolis, Minnesota. BikeMN has a hybrid work environment and work location and requirements vary by role and task. For remote work, our staff may work anywhere where they can get access to phone and internet and are available for calls and work time during Central Standard Time. (Minnesota). This position will be able to occasionally work remotely and will have task responsibilities that will require in-person and in-office work.

BIKEMN'S COMMITMENT TO ANTI-RACISM +RECRUITING

In the past, we've used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the people across Minnesota. Like many organizations, we've recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers. We believe that these life experiences and perspectives are critical to advancing our vision that every person, regardless of background or ability, can walk, bike, or roll as a part of their daily life. In an increasingly divided and climate-changing world, this work is more important than ever

To that end, we share the following: As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the communities we serve, knowing that negative health and environmental impacts disproportionately affect persons of color. This means working to build an organization that better reflects the communities that we serve and engage with. During our hiring process, we look to the book *Hiring Revolution* by Trina C. Olson and Alfonso T. Wenker to help guide our hiring protocols and strategies. We will not close the search until the candidate pool is 30 percent People of Color, 2SLGBTQIA+ and/or Disabled applicants. Our current team demographics can be found [at this link](#). Our people may have checked more than one category since their identities may fall into multiple categories.

APPLYING FOR THE POSITION:

TO APPLY

Fill out this **online form**.

Qualified applicants will receive a reply within five business days to schedule a conversation.

Position open until filled. Start date flexible—ideally someone will begin part time by April 1st.

COMPENSATION + BENEFITS

\$22.00/hour, part-time, paid every month

Benefits include flexible schedule, access to health, dental, disability and life insurance, paid vacation, sick time and holidays, and a monthly stipend for home internet and a mobile phone. Employees are eligible, with no waiting period, for a Simple IRA and employee contributions are matched by BikeMN up to 3% of salary. This position has the potential to grow to full time in the future.

BikeMN COVID-19 approach: BikeMN is currently a hybrid work environment depending on the role and tasks. This is reviewed on a periodic basis with staff provided 30 days of notification of any changes. Work environments may include: work from anywhere, work in person / in office, and work in the community. In accordance with BikeMN's duty to provide and maintain a workplace that is free from known hazards, its commitment to health and safety, and the concerns of its community, we have adopted a mandatory COVID-19 vaccination policy to safeguard the health of our employees and clients. This policy will comply with state and federal law, and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable and as updated from time to time. As an eligible state and federal contractor, BikeMN will comply with the COVID-19 vaccination requirement for all federal contractors and continue to follow the CDC guidance as it relates to vaccinations and booster shots. Reasonable accommodations will be considered on a case-by-case basis. BikeMN will ask for proof of vaccination as a condition of employment.

Non-Discrimination: BikeMN will not discriminate against or harass any employee or applicant for employment because of race, sex, gender identity, religion, national origin, age, marital status, disability, pregnancy, veteran status, citizenship, genetic information (including family medical history) or any other characteristic protected by federal, state or local law.

Working Conditions:

BikeMN will supply, laptop computer, software, printer, file cabinet, office supplies as needed and a modest stipend (currently up to \$115/mo.) for use of a mobile phone and home internet connection. Mileage reimbursement at the federal rate provided for program related travel. When working from home an employee will be expected to provide workspace, a home internet connection and minimal storage space (two-drawer file cabinet). Traveling once or twice a month to meetings at the BikeMN office and traveling at least quarterly statewide will be required. This position is largely in the field/classroom position, with travel within the state required frequently.