

JOB ANNOUNCEMENT

Title:

Planner I – Safe Routes to School Coordinator
Central Pines Regional Council
Durham, NC / Hybrid

Who We Seek:

We are seeking an energetic individual with a friendly outgoing personality, who enjoys meeting people and fostering genuine relationships. This individual will assist in coordinating and executing projects in Central Pines Regional Council's (CPRC) transportation focus area over a wide range of tasks related to community engagement and safe and affordable access to transportation options.

Purpose:

The Planner I position is part of a multi-disciplinary transportation team at CPRC. The transportation team executes multiple wide-ranging projects on issues such as alternative transportation, safe routes to school, alternative fuels and electric vehicles and long-range transportation planning. The individual in this position will be specifically working on the recently funded 2-year Safe Routes to School (SRTS) program. The individual will work with a wide range of stakeholders in K-12 school systems in the seven-county CPRC region including school administrators, parent teacher associations, students, local SRTS partners and local bike/walk organizations involved in SRTS programming. A major part of the role will involve fostering new relationships and maintaining existing relationships with these stakeholders to implement and promote SRTS program goals. This position may also work on the larger Triangle Transportation Choices grant program.

Duties & Responsibilities:

- Working within teams, made up of CPRC and external stakeholders, on all SRTS related planning, education, and outreach initiatives.
- Planning, coordinating, and executing meetings, in person tabling events, campaigns, and outreach events.
- Maintaining clear and open communication channels with internal and external stakeholders.
- Researching trends and emerging issues related to SRTS program goals and activities and preparing and presenting reports.
- Managing program website, social media and developing promotional and educational materials.

- Approaching all actions with a lens of diversity, equity, and inclusivity for both internal and external stakeholders/customers while exhibiting the organization's core employee values of integrity and trustworthiness, excellent customer service, well-informed leadership, and a focus on solutions and results.

Knowledge, Skills, & Abilities:

- Basic knowledge and understanding about transportation in K-12 schools especially biking and walking, planning and community engagement.
- Ability to establish and maintain effective working relationships with staff, internal and external stakeholders.
- Ability to effectively communicate orally and in writing in English. Spanish communications skills are highly desirable.
- Ability to plan, coordinate, facilitate and execute meetings and in person outreach events and campaigns in partnership with local schools, administration, and other stakeholders.
- Ability to develop charts, maps, graphs, and other illustrative materials for effective communication with all stakeholders.
- Ability to perform a variety of other duties such as research, drafting plans and reports, grant development and administration, etc.
- Ability to occasionally lift boxes 20 lbs. or less, when needed, when transporting and setting up promotional items and outreach materials for in person tabling events.

Education & Experience:

A bachelor's degree in environmental studies, communications, community engagement, public health, planning or a related field is required. Volunteering and/or internship experience conducting education and outreach and working with schools is a plus. The individual must be very comfortable in oral communication and be outgoing by nature to make the best of this position.

Experience and/or knowledge in graphic design and social media management is desired.

This position can either be in-office or hybrid in-office/remote. It will require travel outside the office, as a reasonable amount of time will be spent doing in-person outreach and education events in the seven county CPRC K-12 schools. A valid driver's license is required.

Starting Salary & Benefits:

Hiring range: \$47,233- \$49,590

*This position is eligible for a 5% increase after serving a 6-month probation period.

Benefits: CPRC offers a generous benefits package including paid vacation and sick leave; NC Local Government Employees' Retirement System; 5% 401(k) employer contribution; 100% employer-paid health, dental, vision and life insurance; health spending account, flexible spending account for child/dependent care expenses, hybrid and flexible work schedules

Our organization:

CPRC is a member-driven organization serving as a leading resource to connect communities and enhance their strategic priority outcomes through regional policy, collaboration, and technical assistance at the local, regional, and state level. See the kind of work we do and learn read more about CPRC's vision, mission, organizational principles, core values, and strategic focus areas at www.centralpinesnc.gov.

How to Apply:

1. Send completed application package (cover letter and resume) by email to employment@centralpinesnc.gov with the subject Planner I –Safe Routes to School.

Incomplete applications will not be considered. Position is open until filled; initial review of applications begins October 1, 2023.

All employment offers will be within the stated hiring range.

CPRC is an Equal Opportunity Employer and designated Best Workplace for Commuters.