

New Haven ALITION for Active Transportation

Program Manager – Position Description

New Haven Coalition for Active Transportation (NHCAT) seeks a well-organized, detail-oriented, motivated problem-solver to join our team as the **Program Manager**.

This part-time, mostly-remote position is immediately available with flexible work hours. The hourly rate is \$20.00 per hour, with an anticipated 15 to 20 hours per week. Benefits are not included. Reimbursement will be available for budget-approved expenses.

Since its founding in 2018, New Haven Coalition for Active Transportation (NHCAT), a 501 C-3 organization, has worked to improve and encourage walking, biking and all forms of active transportation. As a young organization, NHCAT has focused its initial efforts on building a robust bike education program with exciting classes that use the Smart Cycling curriculum of the League of American Bicyclists. Classes are offered at no charge to individuals and a modest fee to businesses, non-profit organizations, and universities. New free bike helmets are offered to all who need one.

Responsibilities

Reporting to the Board of Directors, the Program Manager of NHCAT is a collaborative and politically savvy manager who is grounded in active transportation planning and advocacy. The Program Manager will be responsible for the general and operational management of the organization and supervision of all staff, League Cycling Instructors, contractors, and volunteers.

Duties of the NHCAT Program Manager

- Work closely with the Board of Directors and Board committees.
- Manage, evaluate, and empower staff, interns, volunteers, and contractors in person and remotely.
- Collaborate with the Board Treasurer to administer a growing budget and timely payment of all bills.
- Determine fundraising goals with the Board and collaborate to ensure they are met.
- Plan and manage the bicycle education classes, the signature program of NHCAT.
- Determine IT goals to ensure the reliable functionality of the NHCAT website, all IT platforms, and active use of social media. Make recommendations for upgrades, changes and additions.
- Generate content for the NHCAT newsletter, announcements, and action alerts.
- Oversee all NHCAT events that promote and advocate for active transportation.
- Promote and support the Bicycle Friendly America program of the League of American Bicyclists in New Haven.
- When appropriate advocate for bicycle improvements and program priorities with local state and national government staff and elected officials
- Other duties as assigned.

NHCAT is looking for someone who:

- Has access to a computer and reliable Internet service
- Has experience with applications including Wix, Mailchimp, and the non-profit program of Salesforce or willing to learn.
- Has excellent writing skills
- Can effectively communicate with the public about the work of NHCAT
- Manages time effectively
- Is creative and willing to help a young non-profit organization grow

NHCAT is committed to diversity and inclusion from the Board to the staff, instructors, contractors, and volunteers. In addition, NHCAT seeks collaborations with organizations to ensure its classes, services, and events are available and accessible to participants from historically less well-served communities in New Haven.