



Oregon Safe Routes to School (ORSRTS) Network Administration Position Scope of Work & Deliverables

Timeframe: November 2019 - September 2020 (11 months), with possible extension based on future funding

Compensation: Not to exceed \$14,500. Schedule dependent on events/activities of the ORSRTS Network.

Location: Remote – candidate can be based anywhere in Oregon. Will need to travel on occasion for Network events. Some weekend/evening work may be required. Travel expenses covered by contract.

How to apply:

To be considered for this opportunity, please send a 2-page (max) letter of interest/resume outlining how you will achieve the enclosed activities and your qualifications to brian@commuteoptions.org.

Due: October 18, 2019 NOON

Key:

ORSRTS - Oregon Safe Routes to School

LC - Leadership Committee

NI - Non-Infrastructure

About the ORSRTS Network:

The ORSRTS Network has been promoting Walk and Bike to School Day since 1999, providing training and resources to schools around Oregon who participate in the international event. The Network's Leadership Committee meets monthly, and member organizations provide staffing, expertise and resources to support kids walking and biking to school. The ORSRTS Network is made up of anyone who is working on or interested in Safe Routes to School - such as parents, school staff, city engineers, consultants, ODOT staff, neighbors, and Safe Routes coordinators. See below for ORSRTS Strategic Plan.

Role Description: The administrative position is a supporting role for the ORSRTS Network focusing on logistics. Included but not limited to setting up meeting times, typing up agendas per LC request, and organizing logistics for biannual meeting, webinars and workshops. The position is to enable the Network to achieve the mission and goals set out in the ORSRTS LC Strategic Plan.

Qualifications:

- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- A commitment to equity, diversity and inclusion and an understanding of how racism, sexism and other forms of systemic injustice intersect with ORSRTS programs.

Activities/ Deliverables

- ORSRTS Website – update; send questions to correct people or answer questions directly
- E-newsletters – craft and send out to Network; solicit Network for content
- Distribution - Network content through ORSRTS website and social media
- Meetings (LC & working groups) – work with chairs to identify meeting locations; reserve space; order food; set-up/tear-down; send out calendar invites for meetings; add agendas to meeting reminders; take notes at meetings, send draft notes to chairs, send final notes to Network
- Event support - annual Network meetings, additional in-person meetings as scheduled
- Speaker coordination – contact speakers and organize their attendance/payment for meetings/webinars
- Webinars – organize logistics; send reminders to Network; tech support
- Annual report –create outline; coordinate content; gather data and draft report for LC feedback; final edits and circulation
- Final report – produce a final report outlining tasks completed and ways to improve

Additional Resources:

The ORSRTS Network will cover the costs related to events and activities, including:

- Meeting materials
- Printing
- Speaker fees
- Food and beverage
- Translation and interpretation (documents and at events)
- Webinar and conference call software (Go-To-Meeting subscription)

Oregon Safe Routes to School Leadership Committee Strategic Plan 2019-2021

Vision: The Safe Routes to School Network and Leadership Committee aim to create a future where all students and families can safely use active and shared transportation options for the school commute.

Mission: The Safe Routes to School Network and Leadership Committee support schools and communities throughout Oregon to increase the number of youth using active and shared transportation options for the school commute.

Guiding Principles: equitable, diverse and inclusive; collaborative; creates culture change; and promotes and fosters successful practices/programs.

Priorities/Actions	Timing	Lead	Team
Convene Network members throughout the year.			Lindsay, Noel, Kim
Develop Network survey to find out what information members want and how they want to be engaged.			
Develop schedule for meetings, webinars, etc.			
Design and hold webinars			
Design and share supportive materials, links on OR SRTS website			
Advocate for Safe Routes to School programs			
Determine, with input from membership, priorities for advocacy			
Develop and implement plan for advocacy			
Diversify Leadership and Advisory Committees		Janis	Brian, Mychal
Develop list of representation missing on Leadership Committee			
Develop list of representation missing on Advisory Committee			
Create/Document process for inviting new members to committees			
Invite new members to committees based on new process			
Create new structure for Network collaboration			
Clarify roles and responsibilities of Leadership and Advisory Committees			
Develop working group structure			