

Energize Everett Transportation and Development Coordinator
Job Description

Energize Everett, the Community Health division of the Everett Health Department, funded by a DPH Mass in Motion Grant and a BPHC Health Equity Grant, seeks a part-time consultant to assist in **implementing various policy and systems change efforts aimed at increasing the adoption of comprehensive approaches to improve community design to enhance active and public transportation in the City of Everett.** We are looking for a motivated, industrious, high energy individual who will take initiative to proactively organize and manage the responsibilities of the job, with excellent interpersonal, organizational, oral, written, and computer skills, to help us strengthen our municipal partnerships and create a wider circle of community involvement.

Responsibilities include working with various municipal departments (especially the Office of Community and Economic Development) and community members to **coordinate all of Energize Everett's transportation and development objectives**, including, but not limited to:

- Partnering with Green Streets Initiative to implement "Walk/Ride Days" on the last Friday of every month at 2 workplaces, 6 schools and 10 local businesses to encourage active and public transportation in Everett by May 2012.
- Developing a Complete Streets Ordinance by May 2012.
- Developing Healthy Development Guidelines to be added to the Site Plan Review Process for use by Planning Board in reviews of all development plans by May 2012.
- Other projects as they relate to building evidence to inform policy and environmental changes to increase/improve active and public transportation in Everett.

Qualified candidates will demonstrate the following experience and skills:

- Language: Proficiency in a second language (preferably Spanish or Portuguese) and/or familiarity with the Everett community highly regarded.
- Education/Training: Bachelor's degree required.
- Computer proficiency: Microsoft Office programs a must. Experience with GIS software and U.S. Census database is highly desired but not mandatory.
- Work Experience: Two years in a multi-disciplinary setting in the area of community development, public health, public policy, or social service setting. Experience with relevant community groups and/or a multicultural setting preferred.
- Comprehensive knowledge of public health, public policy, urban and/or community planning, active and public transportation planning, community-based prevention and coalition work required.
- Interest and experience in implementing policy level changes within a municipal setting; demonstrated knowledge of public policy processes and regulations a plus.
- Experience managing and training community member volunteers highly regarded.
- Excellent verbal communication skills: Strong presentation, public speaking and meeting facilitation experience.

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- Strong writing skills: Experience writing press releases, newsletters, creating fact sheets and fliers, and project reporting.
- Ability to work with municipal departments and community partners to assist in grant reporting to ensure progress towards grant goals.
- Superior organizational skills and ability to manage multiple projects in a fast-paced environment.
- Excellent interpersonal skills, including the ability to work effectively with partners from various cultures and disciplines.
- Working Conditions and Physical Environment: Will require travel around Everett and surrounding communities. Requires flexible work schedule, with some nights and weekends and some seasonal flux to cover needs of position.

This part-time consulting position will be between 20 and 25 hours/week for 18 weeks to start, and hours can be arranged around pre-existing commitments within the workweek. This position has room to grow depending on performance and grant budgets. Compensation will be \$18/hr and consists of hourly pay only; there are no benefits associated with this consulting position at this time.