



[Seattle Neighborhood Greenways](#) is Seattle's leading grassroots advocacy organization working to make every neighborhood a great place to walk, bike and live.

We envision a future where Seattle's streets unite neighborhoods and connect people to where they need to go. Walking and biking are convenient, safe, comfortable, and even joyful. Children are able to walk and bike to school and to parks. Seniors are able to stay active and connected by walking and biking. Seattle's streets — one third of our publicly-owned space — incorporate neighborhood priorities for play, relaxation, recreation, greenery, and community-building. The streets and transportation systems are truly accessible and welcoming, and reflect the needs of people of every age, language, ethnicity, gender, race, ability, and income. We'll have more choices for how to get around, be safer, save money, and reduce climate pollution.

Since 2011, Seattle Neighborhood Greenways (SNG) has been an organization built around our citywide network of neighborhood chapters. These chapters organize and mobilize communities to advocate for their own needs with support, guidance, and resources from SNG staff. Our work involves building strong community ties, finding common ground, and building a broad movement. Therefore, we strive to hire candidates who are able to communicate and collaborate effectively with the populations we serve — people of color and others who have been historically underrepresented in walking and biking advocacy, the transportation sector, and nonprofit work, are strongly encouraged to apply.

Job Title: Community Organizer

Key Responsibilities:

Organizing - 80%

- Recruit, develop, and retain volunteers. Build relationships, welcome new volunteers, organize trainings as needed.
- Process sign-up sheets, maintain database records.
- Provide support, guidance, knowledge, encouragement, and organization for our neighborhood chapters that have varying levels of activity and need.
- Run three to five annual advocacy campaigns that range from citywide policy and funding changes to neighborhood walking and biking infrastructure.
- Build relationships with a diverse set of potential allies ranging from chambers of commerce to immigrant and refugee organizations.

- Provide expertise on walking, biking, and livable streets to local government, neighborhood groups, government advisory boards, the media, and our volunteers.
- Engage our supporters on social media with storytelling in our quarterly newsletter, on our website, and in person.
- Assist in implementing our Racial Equity Action Plan.
- Help as needed with a variety of other occasional tasks to keep us going strong.

Communications - 20%

- Interview and craft stories from community members and our volunteers.
- Help manage social media campaigns, including weekly blog and other postings.
- Assist in maintaining and updating the website.
- Contribute articles to our newsletter.
- Help manage media database and photo library.

Required Qualifications

We are a small staff, so you will have the opportunity to work on a broad set of tasks and employ a wide range of skills.

We are looking for someone with demonstrated experience (professional or otherwise) with:

- Managing volunteers, community organizing, and movement building.
- Self-driven problem solving.
- Distilling problems, opportunities, relationships, and other factors into clear and concise plans and tasks for our volunteers.
- Keeping good notes and records, and task management.
- A commitment to equity, inclusion, and social justice.
- Working independently with general guidance from the Executive Director.
- Passion and intellectual curiosity.
- Ability to collaborate and communicate effectively with diverse communities.
- Experience in creating inclusive, welcoming spaces for group collaboration.

Desired Qualifications:

- Experience with advocacy campaigns.
- Personal or professional connections with Seattle's communities of color.
- Strong writing skills.
- Conversational in Spanish, Chinese, Vietnamese, or another language frequently spoken in Seattle.

If you have other talents or skills that you think would be valuable in a small nonprofit setting, please share.

Hours

Salaried exempt, but we strive for forty hour work weeks by utilizing a flex-time policy. Due to the nature of community organizing, there are frequent evening meetings. Occasional weekend work is required as well (about once a month). Many evening meetings are scheduled in advance but some meetings require a flexible schedule.

Location

All work is within Seattle city limits. This job entails frequent meetings in neighborhoods around the city.

Our offices are at Impact Hub Seattle in Pioneer Square. Impact Hub's atmosphere is positive and inspiring thanks to its collection of social impact nonprofits and for profits. The building has bike parking, showers, a ping pong table, free coffee and tea, social opportunities and more.

Transportation

Applicants who walk, bike, or roll for transportation will be better suited to understand the challenges we currently work on, but owning a bike is not required.

Benefits

Salary \$40,000-\$50,000 (depending on experience) with ability for advancement. Generous vacation policy (PTO). Health insurance. Flexible work hours. The chance to make a real difference in the future shape of the city.

To apply

Email a resume, cover letter, two professional references to: jobs@seattlegreenways.org. We will begin reviewing applications by February 22nd, but the position will be open until filled.

Keywords: Volunteer coordinator, engagement, advocacy, campaign coordinator, walking, biking, pedestrian, transportation, community organizing

Seattle Neighborhood Greenways is an at-will employer.