

bike works by p:ear – Job Announcement

Safe Routes to School (SRTS) Coordinator

In partnership with PCEF, Multnomah County, Metro, and ODOT

TO APPLY:

Please send a resume and cover letter to peyton@bikeworkspdx.org with “SRTS Coordinator” in the subject line. Application closes on **9/4/2026 11:59pm**. Email only; no phone calls please.

About This Position

bike works by p:ear is seeking a Safe Routes to School (SRTS) Coordinator to support youth, families, schools, and community partners in building safer, more connected opportunities for walking, biking, rolling, and using transit throughout East Portland and East Multnomah County.

The SRTS Coordinator will work closely with the SRTS Program Manager and existing SRTS Program Coordinator, school districts, SUN programs, jurisdictional partners, and community-based organizations to implement education, encouragement, engagement, and planning strategies that improve transportation safety and increase access to active transportation for students and families.

This position plays a key role in advancing bike works by p:ear’s mission to create equitable, community-centered transportation systems by delivering culturally responsive programming, supporting school-based events, strengthening community partnerships, and helping families feel confident choosing active transportation.

Position Details

Position: Safe Routes to School Program Coordinator

Schedule: Monday-Friday 9-5; occasional work before 9am, after 5pm, and weekends required.

Reports To: SRTS Program Manager

Compensation: \$75,108 annually, (base pay + fringe benefits stipend)*

Location: East Portland/East Multnomah County, with regular regional travel

Position Summary

The ideal candidate is an organized, relationship-driven self-starter with strong facilitation, communication, and project management skills, along with a demonstrated commitment to transportation equity, youth engagement, and community-led systems change.

The SRTS Coordinator will support the planning, implementation, and evaluation of Safe Routes to School programming, including bicycle and pedestrian safety education, e-bike education, school events, encouragement campaigns, family engagement, and community outreach.

This role requires collaboration across multiple sectors, including schools, local government, transportation agencies, nonprofit partners, and neighborhood communities.

Essential Duties & Responsibilities

Program Implementation & Education

- Deliver bicycle (traditional and electric), pedestrian, and traffic safety education programming for K–12 students, families, and community members
- Coordinate and facilitate school- and community-based SRTS activities, including:
 - Walk + Roll events
 - Bike rodeos
 - Community rides
 - Safety trainings
 - E-bike education and hands-on riding instruction
- Support safe and accessible use of electric bicycles through education, demonstrations, and community engagement activities
- Support the development and implementation of culturally responsive active transportation curriculum and educational materials
- Promote safe walking, biking, rolling, transit use, and e-bike transportation through encouragement campaigns and community outreach

School & Community Engagement

- Build and maintain strong partnerships with school districts, administrators, SUN programs, teachers, families, and community organizations
- Serve as a liaison between bike works, schools, public agencies, and community stakeholders to align programming and identify community needs
- Support community engagement efforts related to transportation safety, school access, and neighborhood mobility barriers
- Cultivate youth and community leadership around active transportation and transportation justice

Planning, Coordination & Data

- Coordinate logistics, scheduling, supplies, and communications for programs and events
- Maintain accurate participation records, program data, and outcome tracking
- Support grant reporting, evaluation, and documentation requirements
- Assist with outreach materials including flyers, presentations, toolkits, newsletters, and digital communications

- Transport bicycles, equipment, trailers, and event supplies using organizational vehicles, including vans and larger fleet vehicles

Organizational Support

- Collaborate with bike works staff on related programming, advocacy efforts, and special initiatives
- Represent bike works by p:ear at community meetings, trainings, tabling events, and partner convenings
- Support additional duties as needed in alignment with organizational and program goals

Required Qualifications & Competencies

- Minimum one year of experience working with youth, families, schools, and/or diverse communities
- Experience facilitating educational programming, workshops, or community outreach preferred
- Strong commitment to equity, inclusion, and culturally responsive community engagement
- Excellent interpersonal, communication, and relationship-building skills
- Strong written, verbal, and public speaking abilities
- Excellent organizational, time management, and project coordination skills
- Ability to work independently while collaborating across teams and partner organizations
- Adaptability, problem-solving skills, and comfort working in a nonprofit/community-based environment
- Commitment to nonviolence, compassion, and trauma-informed engagement practices
- General knowledge of bicycles, pedestrian safety, and/or active transportation preferred
- Familiarity with electric bicycles and/or willingness to learn e-bike operation, safety practices, and maintenance basics preferred
- Experience riding bicycles in urban environments and confidence discussing active transportation safety with youth and community members preferred
- Valid driver's license and clean driving record required
- Ability and willingness to drive organizational vehicles, including vans and larger vehicles used for program operations and event support

- Comfort transporting bicycles, equipment, and materials throughout the Portland/Gresham metro area
- Ability to stand for extended periods, work outdoors in varying weather conditions, and lift/move up to 40 pounds
- Reliable transportation or ability to travel regularly throughout the Portland/Gresham metro area

About bike works by p:ear

bike works by p:ear is East Portland's nonprofit bike shop, advocacy hub, and youth workforce development program. Founded in 2017, bike works works to create safer, more equitable transportation systems by advocating for connected bicycle and pedestrian infrastructure, providing community education and programming, and ensuring historically underrepresented communities have a voice in transportation planning and policy.

Mission:

To advocate for a world-class network of active transportation infrastructure in East Multnomah County that provides equitable access for people of all ages and abilities.

Vision:

A safe, convenient, and seamless active transportation network that connects people to where they live, work, learn, and play.

Equal Opportunity Employer

bike works by p:ear is an equal opportunity employer and values diversity at all levels of the organization. We encourage applicants of all backgrounds, identities, and lived experiences to apply.

Reasonable accommodations will be provided for qualified individuals with disabilities.

Additional Information

*Grant-funded through 6/30/2029 with the possibility for extension.

This job description is intended to describe the general nature of the role and is not a comprehensive list of all duties or responsibilities. As a nonprofit organization, flexibility, collaboration, and a willingness to support evolving organizational needs are expected.