

Health by Design
Safe Routes Program Manager
Job Description and Posting



Organizational Background

Health by Design works at the intersection of the built environment and public health, collaborating across sectors and disciplines to ensure communities in Indiana and beyond have neighborhoods, public spaces, and infrastructure that promote healthy, active living.

Health by Design envisions healthy, thriving people in equitable, vibrant communities. Coalition partners work by advocating for policy change, building community capacity, convening diverse partners, educating on best practices, evaluating impact, facilitating dialogue, promoting smart design, and providing technical assistance.

Health by Design is committed to embedding health equity into its systems, practices, policies, and activities and has expanded Healthy Communities efforts to include upstream strategies that address complex system change. The recently updated [2022-2023 Strategic Plan](#) retained our five guiding principles and four core program areas: walking, biking, transit, and land use. Additional information can be found at www.healthbydesignonline.org.

Position Description

The Safe Routes Program Manager will provide leadership and overall management on the development, implementation, evaluation and sustainability of a statewide Safe Routes to School initiative. The overall purpose of the effort is to get more children walking and bicycling to school, improve kids' safety, and increase health and physical activity. The effort is funded by a recent award through the Indiana Department of Health, Indiana Health Issues and Challenges Grant Program. This position will also have shared responsibility for Health by Design's broader active transportation and traffic safety initiatives and is expected to have a role in managing other staff.

This position will work with coalition partners and stakeholders at the state level and in communities throughout the state of Indiana. It will require in-state travel and, at times, out of state travel may be necessary for training opportunities. Some evening and weekend hours will be necessary.

Compensation will be \$60,000 - \$80,000 annually, depending on education and experience. The organization offers excellent benefits. The position relies on long-term funding through grants and contracts.

Education & Experience

A bachelor's degree is expected, along with at least five years of related work and/or volunteer experience; a master's degree may be substituted for two years of experience. A high school diploma and seven years related work and/or volunteer experience in the areas below may also be substituted.

The ideal candidate will have knowledge of and experience in one or more disciplines related to the broad definition of health and/or the built environment (e.g. public health, transportation, housing, planning/design/engineering, community economic development, public policy/affairs/ administration, social work, etc.). Experience working with and managing grants, preparing project reports and working with public agencies would be helpful.

In addition, the ideal candidate will have experience working with diverse community partners; a deep understanding of the principles of equity, inclusiveness, and power across multiple dimensions (such as race, ethnicity, ability, gender, sexual orientation, income, and place); and life and/or professional experience working across those dimensions.

Health by Design is dedicated to building a diverse, inclusive and authentic workplace, so if you're excited about this role but your education and experience don't align directly with all stated expectations, please apply anyway.

Position Duties

The Safe Routes Program Manager will provide leadership and overall management on the development, implementation, evaluation and sustainability of a statewide Safe Routes to School initiative. Responsibilities will include activities across the broad categories of assessment and information gathering; outreach, engagement and communications; public engagement; training and technical assistance; interventions and implementation; and evaluation and sustainability.

While this initiative focuses on Safe Routes to School, other important everyday destinations such as parks, libraries, transit stops, and food and medical services will be included in planning and program activities.

The Safe Routes Program Manager will be responsible for activities including, but not limited to:

- Building relationships and working with federal, state and local agencies; schools and school districts; and community partners
- Knowing and understanding Safe Routes best practices and serving as a subject matter expert
- Organizing and providing education, training and technical assistance
- Identifying, developing and using surveys, data, mapping and other technology resources
- Researching, updating and developing Safe Routes materials and resources
- Developing and delivering presentations at meetings and conferences
- Embedding equity principles and practices in Safe Routes activities
- Understanding, navigating and advancing federal, state and local funding and policy matters
- Developing state and local Safe Routes plans
- Managing awards to local schools/communities for Safe Routes activities
- Developing recommendations for long-term program sustainability
- Grant management, budgeting and reporting

The Safe Routes Program Manager will **support organizational and project communications strategies**, including emails and project communications; content for newsletters, materials, presentations, and social media tools; presenting at meetings and conferences; and media advocacy.

The Safe Routes Program Manager will support and **assist Health by Design's broader efforts including strategic plan implementation, committee and action team activities, events, and advocacy.**

The Safe Routes Program Manager will **represent Health by Design at partner meetings and events.**

The Safe Routes Program Manager will **monitor, track, evaluate and report activities and impact.**

The Safe Routes Program Manager will **be responsible for other duties, as assigned.**

Apply

Please send a resume and cover letter, detailing your relevant experience and salary expectations, to Megan Bolton (mbolton@hbdin.org) including 'Safe Routes Program Manager' in the subject line. Questions may be directed to Megan, by email only.

Applications will be accepted until September 14, 2022, and then, if needed, on a rolling basis until the position is filled.