

# Health by Design Walk & Bike 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 Indiana communities have neighborhoods, public spaces and transportation infrastructure that promote active living for all.

Health by Design envisions vibrant, thriving communities that help all people live active, healthier lives. This is achieved through advocating for policy change, building community capacity, convening diverse partners, educating on best-practices, facilitating dialogue, promoting smart design and providing technical assistance.

Health by Design is committed to incorporating a health equity lens into its processes and practices and pursues policy, systems and environmental change strategies. The recently adopted strategic plan includes five goals, with corresponding strategies and tactics, across four broad areas:

### *Programming*

- Increase equitable, safe, accessible, convenient and connected options for walking, biking and public transit
- Encourage responsible land use

### *Partnerships*

- Increase the diversity, engagement, effectiveness and satisfaction of Health by Design partners

### *Organization and Operations*

- Strengthen the stability, effectiveness and sustainability of Health by Design

### *Health Equity*

- Build awareness, understanding, capacity and ability to address health equity

Additional information can be found at [www.healthbydesignonline.org](http://www.healthbydesignonline.org).

## **Position Description**

The Walk & Bike Program Manager will have shared responsibility for the ongoing development, management, administration and evaluation of Health by Design's walking, biking, transit and land use initiatives.

The Walk & Bike Program Manager will work primarily within the City of Indianapolis/Marion County, with a focus on safety, access and connectivity. Responsibilities will include but are not limited to: Safe Routes to School, Parks and Transit activities; implementation of the pedestrian master plan; first-mile, last-mile connections to transit; Complete Streets implementation; Americans with Disabilities Act planning, compliance and implementation; pedestrian and bicycle crash analysis and interventions; sustainability and resiliency planning; and community outreach, engagement and education activities.

This position will work with coalition partners and stakeholders in Indianapolis/Marion County and communities throughout the state of Indiana.

It will require travel within Central Indiana and, at times, the state; out of state travel may also be necessary for training opportunities. Some evening and weekend hours will be necessary.

The salary is negotiable, and the organization offers excellent benefits. The position relies on funding through grants and contracts.

## Education & Experience

A master's degree is preferred; a bachelor's degree related to public health, transportation, community planning/design, public policy/affairs/administration, social work or a similar field is required.

Applicants should have a minimum of two years of professional experience related to public health, transportation, community planning/design, public policy/affairs/administration, social work or a related field.

## Position Duties

The Walk & Bike Program Manager will **plan, implement and lead** Health by Design's walking and biking initiatives within the City of Indianapolis/Marion County, with tasks including but not limited to:

- Managing program, planning and policy development and implementation related to:
  - Active Living
  - Complete Streets
  - Indy WalkWays
  - Land Use and Placemaking
  - Safe Routes to School, Parks and Transit
  - Vision Zero
  - Other transportation and land use initiatives
- Conducting needs assessment and information gathering processes, including:
  - Audits of the safety, accessibility and connectivity of neighborhoods, schools, transit stops and other key destinations
  - Pedestrian and bicycle related counts, rates and crash numbers
  - Collection, analysis, interpretation and dissemination of quantitative and qualitative data
  - Geographic data and mapping
  - Key informant interviews, focus groups and community conversations
- Leading public outreach and engagement efforts, working with neighborhood groups, community partners, businesses, school and school district staff, residents and others
- Planning educational and training events
- Providing support to City of Indianapolis and Marion County Public Health Department staff

The Walk & Bike Program Manager will **develop and implement communications strategies**, with tasks including but not limited to:

- Managing emails, website content, a listserv, newsletters and social media
- Developing materials, presentations, and tools for community outreach and engagement
- Presenting at meetings and conferences
- Conducting and coordinating media advocacy

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

The Walk & Bike Program Manager will **represent Health by Design at partner meetings and events.**

The Walk & Bike Program Manager will **monitor, track, evaluate and report activities and impact.**

The Walk & Bike 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 Kim Irwin ([kirwin@hbdin.org](mailto:kirwin@hbdin.org)), including 'Walk & Bike Program Manager Application' in the subject line. Questions may be directed to Kim, by email only.

Applications will be accepted on a rolling basis until this position is filled.