

Partners for Active Living seeks an Urban Trail Coordinator

Partners for Active Living received a three year grant from the Mary Black Foundation to program, market, advocate for and evaluate the Rail Trail and Wadsworth Trail corridors. This will be in partnership with Furman University, University of South Carolina Prevention Research Center and other community partners. The Urban Trail Coordinator will implement this grant and will report to the Partners for Active Living Executive Director.

Position Responsibilities:

- Rail Trail
 - Support a Rail Trail Advisory Committee(s)
 - Support a Rail Trail Business Association
 - Serve as a representative to neighborhood associations that surround the Trail
 - Serve as an advocate for policy and infrastructure improvements on and around the Trail
 - Coordinate regularly scheduled programmatic efforts
 - Plan Spartanburg Sunday Streets initiative in conjunction with community partners
- Wadsworth Trail
 - Serve as a liaison to the Westside Neighborhood Association
 - Create a presentation on the development and success of the Wadsworth Trail
 - Assist the Westside Neighborhood Association in securing funding for the remainder of the Trail
 - Serve as an advocate for policy and infrastructure improvements on and around the Trail
 - Coordinate regularly scheduled programmatic efforts
- Marketing
 - Create a Rail Trail guide outlining connections and resources
 - Produce a quarterly Rail Trail newsletter
 - Work with the Community Mobilizing Coordinator to develop two marketing campaigns, one for the Rail Trail and another for the Wadsworth Trail
- Evaluation Liaison
 - Serve as a liaison to Dr. Steve Hooker at the University of South Carolina Prevention Research Center
 - Serve as a liaison to Dr. Julian Reed at Furman University
- Pedestrian-Friendly Initiative
 - Coordinate partners and initiatives connected to the newly announced Pedestrian-Friendly Community recognition
- Bicycle Sharing
 - Assist in the management of the bicycle sharing program
- Grant Reporting
 - Track initiative successes and challenges
 - In conjunction with the Executive Director, produce an annual report for the Mary Black Foundation

Fundraising:

- Support fundraising plans set forth by the Partners for Active Living Board and Executive Director, specific to position responsibilities.

Preferred Qualifications:

- Understanding of environment and policy-based approaches to preventative health and active living.
- Experience working with at-risk populations, specifically low income residents, children and seniors.
- Strong communication skills with multiple audiences using a variety of formats, including media outlets and community presentations.
- Conscientious, thorough, accurate and reliable with respect to achieving the initiative goals. Conduct him/herself with utmost integrity and has strong organizational skills.
- Dynamic and personable; ability to collaborate with diverse stakeholder groups.
- Well-versed in most technologies, including Microsoft Office.
- Grant writing experience.

Education

An undergraduate degree is required and two years experience required in nonprofit or program administration, as well as demonstrated grant management experience.

Salary Range

\$34,000-\$37,000. This is a 40 hour per week position requiring some nights and weekends. Salary commensurate with qualifications and experience.

Benefit reimbursement available up to \$3,000 annually.

To Apply

Submit a cover letter, resume and three references to Laura Ringo, Executive Director, LRingo@active-living.org, by 5:00 pm on Friday, April 2.