



Communications Coordinator

This role is responsible for managing content creation for the Boston Cyclists Union related to policy and campaigns, fundraising, and member engagement. This includes updating and creating content for our website updated (Wordpress), coordinating social media posts (Facebook, Instagram, TikTok, and Twitter), working with the team to write and send Action Alert emails, fundraising emails, and monthly newsletters, and working on policy reports, press releases, grant applications, and grant reports, among other projects.

- **Hours:** Full time, 40hrs/week
- **Reports to:** Events Manager

About the Boston Cyclists Union

Our mission is to transform the streets of Greater Boston into equitable and inviting people-centered spaces affording access and connection for *every* body. We accomplish this through organizing, advocacy, public actions, and holding city and state agencies accountable to build out the network of safe, protected bike infrastructure. In addition, we provide and teach free bike repair at farmers markets, and hold events to support and grow the bike community.

Our 1,000+ member grassroots organization is one of the most active and effective transportation advocacy groups in Metro Boston. The Boston Cyclists Union works to increase ridership in Boston, Cambridge, Somerville, and Brookline. We aim to connect our homes, parks, schools, paths, and business districts with a network of low-stress bike routes, including quiet neighborhood streets and protected bike lanes, so that people of all ages and abilities can feel safe and comfortable riding a bike. We see our organizing as connected to other issues of environmental justice, mobility justice, and housing justice. Recognizing that systemic racism and inequities have impacted how our cities are built and how projects continue to be prioritized, we advocate for an equitable distribution of resources and safe cycling infrastructure throughout Boston.

Core Responsibilities

- Create written and visual content for our website, newsletters, Action Alerts and

social media (Twitter, Facebook, and Instagram, primarily)

- Develop—and support other staff in developing—graphics for social media and flyers
- Maintain BCU's event calendar and keep website updated
- Write press releases, maintain a current press list, and generate ideas for media coverage of BCU's work
- Assist the Events Manager and Executive Director in writing grant applications and reports

Other Responsibilities

- Work with video editors to design video content for annual events and key campaigns
- Some administrative support tasks including responding to inquiries in the info email account and assisting with donor acknowledgements
- Represent the BCU at public events (e.g. social bike rides, partner events) and attend monthly evening Development Committee meetings

Desired Qualifications. If you meet some but not all of the desired qualifications, we encourage you to apply. We are open to a diverse set of backgrounds to fill this role and are open to training the right person in some areas.

- Commitment to the Boston Cyclists Union's mission, vision and values
- Demonstrated ability to write persuasive, powerful, clear content
- Working knowledge of website content management systems (e.g. Wordpress) and donor databases/customer relationship management (e.g. Every Action, Salesforce, etc)
- Experience communicating with a visual component, including flyers and formatting print and digital announcements, using design software such as Adobe Creative Suite and Canva
- Excellent communicator with people from diverse backgrounds
- 1-2 years experience with digital organizing (i.e. using communications skills and digital content to move people to action)
- Organized and detail oriented, with the ability to track and execute tasks reliably
- Desire to work as part of a team, including group reflection, receiving and giving feedback and honoring the strengths/passions of all team members
- Proficiency with Microsoft Word, Excel, Google Docs, and Google Sheets
- Willingness and ability to work occasional evenings and weekends
- Video editing and graphic design skills a plus, but not required

Salary and Benefits

Salary is \$50,000 to \$55,000. This is a full-time, non-exempt position. Benefits include health and dental insurance offerings (including 100% health insurance monthly premium coverage by employer for individuals and 75% for individual+; 80% dental insurance monthly premium coverage by employer for the individual employee);

retirement plan with employer match; three weeks of paid vacation in the first year along with paid federal holidays, five personal days, and paid sick time; reimbursement for cell phone use; and a commitment to training and professional development opportunities. During COVID, staff are working from home with an allowance; post-COVID there is flexibility for a mix of working in the office and from home if desired.

How to Apply

Send a compelling cover letter and resume to jobs@bostoncyclistsunion.org. Please include "Communications Coordinator, YOUR NAME" in the subject line of the email, and be sure to mention **where you saw the job advertised**. Applications will be considered on a rolling basis until the position is filled, with preference given to applications received by July 1. We strongly encourage applicants to submit their application as soon as possible. Women, LGBTQI and BIPOC (Black, Indigenous, and People of Color) individuals and others are strongly encouraged to apply.

Boston Cyclists Union is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, sexual orientation, or political orientation.