

Full-Time WalkBoston Position Available: Program Manager

Are you interested in working on strategies that support equitable, people-centered streets that prioritize community, vitality, and safety? Do you have project management experience in the fields of planning, public health, transportation, community organizing or a related field? Are you interested in applying your skills to empower people to change their walking environment in neighborhoods across Massachusetts?

WalkBoston is expanding our work across the state and seeks a Program Manager to work in close collaboration with our Senior Program Manager to develop and implement strategies in order to reach more communities across Massachusetts. Our technical assistance programs are based in community partnerships that focus on street-level changes and policy improvements to make walking safe and enjoyable for people of all ages, abilities, races, and incomes. WalkBoston programs illustrate the health, economic and community benefits of walking, and include conducting walk audits with community members to identify infrastructure deficiencies, recommend solutions, and build local support for walkability.

Job Responsibilities:

- Manage program implementation with state agencies, municipal staff, community-based organizations, and local advocates. Representative programs include: Age-Friendly Walking, Community Walks (Boston Public Housing), Caminatas Seguras (East Boston Access to Parks), Hilltowns Healthy Aging, and WalkMassachusetts Network.
- Conduct walk audits, which use built environment analysis skills and technical knowledge of strategies to support safer streets (previous experience desired but not required).
- Develop, deliver and facilitate workshops in-person and virtually.
- Support the development of new advocacy training materials and guidance reports.
- Support capacity building efforts and build/maintain relationships with community partners.
- Act as WalkBoston representative on various task forces or working groups, such as the Massachusetts Healthy Aging Collaborative and Transportation for Massachusetts.
- Assist in the creation of grant programs/proposals; write grant proposals.
- Strong proposal/grant writing experience.
- Lead and support data analysis and report writing.
- Suggest improvements in project and organizational processes and systems through participation in internal committees.

Desired Qualifications:

- 3 to 5 years of professional experience in urban planning/design, transportation planning/engineering, public health, community organizing, or related fields.
- Project management skills including: budget development, project scope preparation, and ability to generate reports for program funders.
- Strong organizational and time management skills, and ability to juggle many projects and tasks at once.

- Superior communication skills. Ability to write and speak clearly and persuasively in diverse settings to articulate the impacts of WalkBoston's work and the benefits of walkable communities.
- Strong writing skills (grant/proposal experience preferred).
- Ability to engage clients, and multisector and community-level stakeholders from diverse backgrounds.
- Ability to work independently, collaboratively and productively in a team environment both virtually and in person. Self-starter, entrepreneurial, flexible and well-organized.
- Commitment to and understanding of racial equity and strong analysis of the root causes of inequities, and how racism intersects with walkable communities.
- Proficiency with Microsoft Office (e.g., Word, Excel, and PowerPoint).
- Proficiency in virtual work software (e.g., Zoom, Google Suite).
- Proficiency in graphic design and spatial analysis software (e.g. Adobe Suite, Canva, QGIS, ArcGIS) is preferred.
- Bilingual (Spanish and English) is preferred.
- Drivers license required.

Compensation and location:

- Full-time position (37.5 hours/week)
- Annual salary range: \$63,000-\$67,000 based upon prior work experience
- Standard benefits include: holiday compensation, paid time off, health insurance, and flexible scheduling
- In-state travel is required. Availability for occasional early morning, evening, or weekend hours required.

WalkBoston staff works on a hybrid model, with a flexible number of days spent in-person and remote. We have a joint office space at the CIC in Downtown Boston which we share with several other transportation advocacy organizations.

Interested applicants possessing the above experience and skills are encouraged to apply by sending a resume and cover letter with the subject line: Program Manager along with salary expectations to jobs@walkboston.org. Preference will be given to applications received by May 5th.

About WalkBoston

WalkBoston, a nonprofit 501(c)(3) advocacy organization, makes walking safer and easier in Massachusetts to encourage better health, a cleaner environment and more vibrant communities. We know that walking improves personal, economic, environmental and civic health. Working on walking takes us across Massachusetts to empower people with knowledge and proven strategies to make their own communities more walkable. Our small, committed staff work as a team to make change: whether it's getting a crosswalk painted in a neighborhood, or influencing Massachusetts state policy to make streets safer for all.

WalkBoston is committed to better understanding, identifying, and undoing the racist processes and policies that lead to inequities in the walking environment for communities of color across

the Commonwealth. We are deepening our engagement in meaningful program and organizational strategies that lead with racial justice. WalkBoston is actively seeking to build a diverse staff. We encourage multiple perspectives and experiences, support a multicultural environment, and strive to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work.

WalkBoston is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.