

## POSITION DESCRIPTION

<b>TITLE</b>	<b>Safe Routes to School Senior Contracts and Data Coordinator</b>
<b>FTE/CLASSIFICATION</b>	1.0 FTE/Exempt
<b>REPORTS TO</b>	Director of Safe Routes to School
<b>SUPERVISES OTHERS</b>	No
<b>COMPENSATION</b>	\$54,000 to \$64,000 plus benefits
<b>EDUCATION</b>	Bachelor's degree in community development, education, urban planning, or related fields of study. Advanced degree preferred.
<b>DESCRIPTION</b>	The Safe Routes to School (SRTS) Senior Contracts and Data Coordinator partners with Michigan Department of Transportation (MDOT) and in-state communities to support funding plans to increase pedestrian infrastructure and non-infrastructure programming. This position administers SRTS subcontracts and invoice processes with the state departments, universities, nonprofit agencies, schools, and communities to ensure compliance with federal and state guidelines. This position coordinates the delivery of grant awards and assists with the implementation of non-infrastructure programs to increase student bicycle and pedestrian travel to and from school.
<b>LOCATION</b>	Lansing, MI

## ESSENTIAL FUNCTIONS

- Facilitates program objectives, timelines, resources, and assignments along with deliverables based on the program requirements.
- Conducts site visits and makes program and application recommendations.
- Executes project plans for the application process and provides assistance to ensure funding requirements are met by the assigned deadlines.
- Delivers technical assistance and outreach to communities, including action planning assistance.
- Reviews community grant applications and interfaces with MDOT for grant approvals.
- Partners with the community to implement non-infrastructure programming and evaluation.
- Participates in the creation and delivery of required project reporting to various funding sources.
- Administers the grant record keeping systems in accordance with state and federal requirements.
- Coordinates contracts administration between Michigan Fitness Foundation, MDOT and any subcontractors.
- Partners with Finance to complete and process invoices for payment.

- Provides technical assistance and training in support of contracts and invoicing for subcontractors.
- Ensures compliance for the program in accordance with any grant requirements.
- Presents, moderates, and participates in regional trainings to educate and advance knowledge in the bicycle/pedestrian infrastructure movement.
- Researches best practices for programs and special projects for increasing the bicycle/pedestrian infrastructure.
- Performs other duties and responsibilities as required or assigned.

## **EDUCATION/EXPERIENCE**

- Bachelor's degree in community development, education, urban planning, or related fields of study.
- Advanced degree preferred.
- Three or more years of experience in community development, health promotion, education, urban planning, or related fields.
- Demonstrated success increasing community engagement participation.
- Customer support related experience preferred.

## **KNOWLEDGE/SKILLS/ABILITIES**

- Demonstrated knowledge of the SRTS movement and/or knowledge of bicycle/pedestrian infrastructure and non-infrastructure programming.
- Demonstrated initiative to assess requirements, identify plans, lead project implementation and evaluation of the projects from start to finish with target deadlines.
- Strong critical thinking and detail-oriented skills.
- Ability to partner with internal customers, external customers, and vendors.
- Strong written and verbal communication skills.
- Strong skills in Microsoft Office: Word, Excel, PowerPoint, and Outlook.
- Ability to use and set-up virtual meeting systems.
- Ability to exercise a high degree of confidentiality and independent judgement.
- Demonstrated integrity and professionalism.

## **PHYSICAL REQUIREMENTS**

- Talking – expressing or exchanging ideas by means of the spoken word to impart oral information to others accurately (1-2 hours daily).
- Hearing – perceiving the nature of sound by the ear (1-2 hours daily).
- Sitting – remain in a seated position (6-8 hours daily).

- Standing – remaining on one's feet in an upright position at a workstation without moving about (1-2 hours daily).
- Lifting – raising or lowering an object under 50 lbs. from one position to another (infrequently).
- Office Environment – general office work environment (6-8 hours daily).
- Travel – driving throughout Michigan with a valid driver's license with potential weekend and overnight stays (up to 50% annually).
- Walking – moving on one's feet for up to 2 miles (up to 10% annually).
- Riding a bike – remaining seated on a bike and pedaling for up to two miles (up to 5% annually).
- Outside Environment – ability to be outside in heat/cold, wet/humid, and dry/arid conditions (up to 5% annually).

## **BENEFITS AND WORKLIFE BALANCE**

- Paid time off starting at four weeks for a calendar year, pro-rated based on start date.
- Fourteen paid holidays and a paid winter break office closure in late December.
- Flexible hybrid work schedule.
- Provision of up-to-date technology and support.
- Parental leave policy and infant-at-work program in addition to bereavement, military, and jury/witness duty leaves.
- Group health plan, including medical, dental and vision, as well as options for flexible spending accounts or health savings accounts.
- Annual wellness benefit reimbursement to support staff in engaging in a physically active, healthy lifestyle inside and outside of work.
- 401k plan with 5% employer contribution and additional match up to 3%.
- Employee assistance program with free professional support for a variety of life's challenges.

## **OTHER INFORMATION**

- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences with reasonable accommodation.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners remotely.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- Must be authorized to work in the U.S.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.



- Have a valid driver's license and be able to provide proof of current, valid auto insurance (preferred but not required).
- All staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

## HOW TO APPLY

Email your cover letter, resume, and writing sample to Kendra Keyes at [kkeyes@michiganfitness.org](mailto:kkeyes@michiganfitness.org) by January 15, 2024, or until a suitable candidate is identified. Include *SRTS Senior Contracts and Data Coordinator* in the subject line.

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*Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.*

*Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.*