

**Intercity Transit**  
**JOB TITLE: Marketing and Communications**  
**Grant Funded Youth Education Assistant**

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>1</b>
<b>DEPARTMENT:</b> Development	<b>DIVISION:</b> Marketing and Communications	<b>FLSA STATUS:</b> Non-exempt
<b>SUPERVISION RECEIVED FROM:</b> Marketing and Communications Manager	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> <b>B21</b> Part-time ( <b>30 hours</b> ) Grant Funded/Time Limited
<b>SUMMARY:</b> <b>A grant-funded/time-limited/part-time position (18+ months):</b> Coordinates and implements Earn-a-Bike classes and all operations related to bicycle storage and repair. Works with students, volunteers, the local bike club, and bike shops. Supports Youth Education programs, Walk N' Roll activities, and Intercity Transit services as needed.		
<b>DISTINGUISHING CHARACTERISTICS:</b> As an Assistant, primarily performs duties related to the marketing and communications youth education and outreach program activities. Collaborates with Youth Education Specialist and other marketing staff on youth-related activities. Work is performed within general parameters.		
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FREQUENCY</b>
1.	Design, update, and facilitate a series of after school Earn-a-Bike classes and other bike-based education events for the Walk N Roll Program. Develop curriculum and provide instruction to youth regarding basic bicycle maintenance and safe cycling skills.	Weekly 30% (B2)
2.	Implement and maintain systems for the retrieval, storage, repair, and redistribution of salvaged bikes for use in the Earn-a-Bike program.	Monthly 15% (A1)
3.	Provide training and technical oversight for staff and volunteers in classroom settings and repair of bicycles used in the program.	Weekly 30% (B2)

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
4.	Monitor inventory, order parts and tools, and organize storage of all bicycles, tools, and parts. Drafts competitive bids for purchasing contacts. Establish and maintain relationships with vendors and bicycle organizations	Weekly 15% (A1)
5.	Create and maintain tracking tools, databases, etc. related to Earn-a-Bike program and bike shop operation.	Monthly 5% (A1)
6.	Support Walk N Roll bike, walk, and transit activities, outreach, events, and classroom and extra-curricular projects.	Weekly 30% (A1)
7.	Periodically supports other marketing and communication activities.	Occasionally 5% N/B
8.	Performs other duties of a similar nature or level.	As Required
9.	Must meet regular time and attendance standards.	Always

**Knowledge** (position requirements at entry):

Knowledge of:

- Basic bike repair;
- Computers, basic desktop publishing, database and/or spreadsheet design;
- Modern office procedures, methods, and equipment;
- Basic Marketing and Communications principles and practices;
- Collaboration and team-building practices;
- Volunteer recruitment and coordination;

**Skills** (position requirements at entry):

Skill in:

- Safe, legal, and competent cycling skills;
- Public speaking and presenting;
- Ability to work with the public, youth, educators, and a wide-range of stakeholders;
- Using computers and related software applications;
- Ability to safely operate program van and trailer;
- Prioritizing work and performing multiple tasks;
- Establishing and abiding by project timelines;
- Compiling and distributing data, materials and information;
- Communication, interpersonal skills as applied to interaction with K-12 youth, coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.

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**Training and Experience** (position requirements at entry):

Associates Degree and or specialized certificate training in marketing, communications, environmental studies, bicycle mechanics or riding safety, education, or related field and at least on year working with middle school aged youth or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Must promote/emulate safe self-biking practices.

**Licensing Requirements** (position requirements at entry):

WA state driver's license.  
Must submit to criminal background check, the results of which must meet hiring criteria for the role.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Semi-Physical Work: Exerting up to 30 pounds of force frequently to lift, carry, push, and pull or otherwise move objects. Requires walking up to 2 (two) miles and biking of 5-20 miles on occasion.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

New M&C Position; grant funded/time limited part-time position; late 2013 program funds; early hire 2014  
Description drafted 11/21/13 cd  
Final: 11/25/13 cd  
Rev. 12/16/13 Title change only due to grants: from *SmartMoves* to *Walk n Roll*  
Rev. 201508: Re-org M&C Youth Ed Program and Grant Funded positions; changes to duties, DB & title.  
Revised: 01/21/06 Marketing Divison moved from Executive to Development department, cd