

Seeking Program Manager for Emerald Network Initiative

What we're looking for:

LivableStreets seeks a highly motivated full-time Program Manager to provide effective coordination and implementation of the Emerald Network Initiative.

Who we are and what we do:

For 10 years LivableStreets has been transforming Metro Boston streets into more livable and safe places by advocating for a transportation system that better balances transit, walking, and biking with automobiles. Through our daily advocacy, programs, and working partnerships, LivableStreets helps create safe, convenient, and affordable transportation options for all people in Metro Boston.

In 2015, Livable Streets launched the Emerald Network Initiative, a vision that builds on Boston's greenway legacy to create a seamless 200 mile greenway network across the core of Boston and its inner suburbs--an urban recreation and transportation system that is safe and convenient for all. See the [map](#) and learn more at www.emeraldnetwork.info.

In recent years, Livable Streets has doubled both our operating budget and full time staff. In addition, the LivableStreets community is comprised of dozens of volunteers and advocates and is led by a deeply committed Board. The Emerald Network Initiative is led by a core Executive Committee and larger group of Advisors.

What the Emerald Network Program Manager will do:

The Program Manager will lead and shape the program and overall strategic direction for the Emerald Network in the following areas:

Build Broad Public Support

- Create strong awareness and brand identity for the Emerald Network; communicate the vision widely to the general public, community partners and public and private stakeholders through online platforms, meetings and presentations
- Build and cultivate relationships with a social network of partners and advisors

Advocate for the Vision

- Influence cities, agencies, institutions, and businesses to become advocates for the Emerald Network vision and identify how they can help implement the greenway network
- Lead a research study to document the costs and benefits of a regional greenway network
- Mobilize efforts to push for the inclusion of the Emerald Network in various city, regional and state plans (i.e. Imagine Boston 2030)

Advance Projects

- Lead change for key greenway projects with no current sponsor and provide technical, community and political support to active projects in the Emerald Network
- Manage the recently launched Greenway Partners Program- lead and collaborate with 3-5 community groups to move proposed greenway projects forward



- Collaborate with Executive Committee, staff, volunteers, consultants and committees at LivableStreets Alliance, and other advocacy and civic organizations
- Work with the regional LandLine Coalition on state-level policies, pedestrian/bike funding and data-gathering to advance greenway projects

Manage and Grow the Program

- Contribute to ongoing fundraising efforts by developing proposals, writing grant reports and identifying project funding opportunities
- Work with Deputy Director on communications and outreach efforts, responsible for maintaining website, online database and overseeing external communications
- Work with Executive Director to manage budget and expense planning
- Ensure strong reporting, information flow and process management

Qualifications:

The ideal candidate will have a strong combination of many of the following qualifications:

- Minimum 3 years of professional work experience with demonstrated leadership managing groups of people and managing an initiative/program
- Strong communication skills--written, visual and verbal
- Ability to execute on a number of diverse projects simultaneously; comfort with taking initiative
- Academic or professional experience in community and/or urban planning, transportation policy, landscape architecture, or related discipline
- Adobe Creative Suite highly preferred, ArcGIS experience preferred
- Familiarity with Metro Boston regional planning issues

Values:

- Commitment to making the Boston region a better place to bike, walk and use public transit
- Interest in issues of active transportation, open space and public health
- Comfort working both independently and collaboratively in a fast-paced campaign environment

Compensation and Benefits:

We offer competitive salary and benefits including an employer contributed health insurance, a matching retirement plan, paid vacation, professional development opportunities, transit/bike commuter benefits. Salary is based on a nonprofit scale and commensurate with experience.

To Apply:

Please submit a compelling cover letter and resume by April 25th to Emerald Network Executive Committee at careers@livablestreets.info with 'Emerald Network Program Manager' in the subject line. Early applications are encouraged as we are looking to fill this position by May 2016.

LivableStreets is committed to workplace diversity and inclusion. We are an equal opportunity employer and do not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation or any other characteristic protected by federal state or local law.

