The organization
At the Denver Streets Partnership, we believe in an equitable and vibrant Denver that guarantees our public spaces are designed for people.

We believe that human dignity should be the guiding principle for the design of our transportation system so that everyone can thrive and connect to what matters most.

We work to connect decision makers and Denver residents with diverse perspectives, timely information, and practical solutions to reduce our city’s dependence on cars and design communities that prioritize people.

For more information about the Denver Streets Partnership, visit www.denverstreetspartnership.org

The Denver Streets Partnership operates as a division of Bicycle Colorado. For more information about Bicycle Colorado, visit www.bicyclecolorado.org

Program Associate position
The Program Associate is a full-time position for someone who is passionate about people friendly streets and has a background in data analysis, volunteer management, and/or community outreach. The Program Associate will work closely with the Bicycle Colorado Grassroots Advocacy Manager and the Denver Streets Partnership Program Manager on a variety of grassroots campaigns, tactical projects, and outreach initiatives. The ideal candidate is self-motivated, committed to equitable community engagement, and enjoys variety in their day-to-day work. As part of the DSP team you’ll have the opportunity to work with a variety of community leaders, government agencies, and DSP steering committee member organizations.

Program Associate responsibilities include
- Data collection and analysis
  - Develop and manage surveys to support various projects or campaigns
  - Organize pedestrian and bicycle counts (automated and manual)
  - Manage other data collection and analysis efforts as needed
  - Develop project reports highlighting data collection results
- Volunteer training and management
  - Assist with training and managing volunteers for data collection, campaigns, and events
  - Build relationships with DSP supporters and facilitate leadership development opportunities
- Outreach and event support
Communicate with DSP supporters and prospects via email and text
Assist with event and campaign planning tasks as needed
Collaborate with internal and external partners for outreach and event activities
Represent the DSP on stakeholder committees and at community meetings
Organize and manage inventory of tactical urbanism supplies

Qualifications

Required
- Demonstrated commitment to the mission of the DSP, to reclaim Denver’s streets for people walking, rolling, biking, and using transit, and to build safe, healthy, and equitable communities.
- Demonstrated success engaging and building relationships with community members of diverse backgrounds.
- Background in community organizing, urban planning, public affairs, or related field.
- Strong written and verbal communication skills.
- Well organized with a high level of attention to detail.
- Familiarity with the Google Suite, including Google Drive, Google Docs, and Google Sheets.
- Willing to work some evenings and weekends.
- Comfortable working independently from a remote location.
- Self-motivation and flexibility.

Desired
- Some professional or volunteer experience working on grassroots advocacy campaigns.
- Multilingual. High priority languages include Spanish and Vietnamese.
- Experience with data collection and analysis or interest in developing those skills.

Compensation and benefits

Annual salary for this position will be within the range of $35,000-$37,000, commensurate with experience. Denver Streets Partnership offers a benefits package which includes a healthcare plan, dental, and vision.

The Denver Streets Partnership staff is currently working remotely due to the COVID-19 pandemic. This position will be based remotely until further notice.

Denver Streets Partnership is dedicated to equal employment opportunities in any term, condition, or privilege of employment. DSP prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

How to apply

Send a resume and cover letter as a combined PDF to Molly McKinley (molly@bicyclecolorado.org) by COB on October 30 with “Program Associate” in the subject line.