



Job Announcement: Active Communities Mapping Specialist

Feet First, the leading nonprofit organization advocating for the rights and interests of pedestrians in the Puget Sound region, is seeking a new team member to serve as Active Communities Mapping Specialist.

The Active Communities Mapping Specialist will be responsible for the research, design and creation of walking maps in a Feet First signature process that features community engagement throughout.

Feet First is located in Pioneer Square, Seattle in an open, creative green building. Feet First shares space with other non-profit and environmentally sustainable companies.

Responsibilities include:

Walking Maps

- Meeting with client/organization
- Facilitating community meetings to gather input and increase engagement
- Designing and creating walking maps using GIS technology and design software
- Supporting online mapping system

Walking Audits

- Developing relationships with community members
- Planning and organizing meetings and workshops
- Leading community walks to assess the built environment
- Preparing and completing written reports

Active Communities Research

- Conducting research to support public testimony, policies, and grant applications.
- Developing case studies of assessment of tools for website
- Creating how to guides to support for walkable communities

Administration

- Serve as a phone, email and sometimes in-person resource
- Update agency website and blog as it relates to project work
- Work collaboratively as a member of a dynamic team

Education and Experience

- BA/BS in Urban Planning, GIS, or related field
- Demonstrated success in working as a member of a team and maintaining effective working relationships
- Excellent written and oral communication skills
- Detail oriented and accurate
- Commitment to Feet First's mission and work

Knowledge, Skills and Abilities

- Excellent GIS skills (ArcGIS 9.X)
- Excellent graphic design skills (Using Creative Suite 4)
- Understanding of print production
- Strong knowledge of principles, ethics and practices of successful community organizing
- Ability to lead multiple long- and short-term projects simultaneously, meeting all related deadlines; ability to plan, prioritize, coordinate, and manage own work; ability to work unsupervised and make decisions and solve problems independently, effectively and creatively
- Ability to work well under pressure
- Excellent verbal communication, interpersonal and relationship-building skills to effectively work with a variety of people and personalities
- Ability to communicate clearly in person and in writing
- Strong orientation toward detail and accuracy
- Ability to present, inform and motivate individuals and groups about Feet First's mission and work

Duration

This position reports directly to the Executive Director. Pending 3 and 6-month reviews, the position is guaranteed through March 2012 with continuation contingent on agency receipt of additional funding.

Compensation

This is a 20-25 hr/week contract hourly position. The starting salary range is \$20-\$30 and is based on knowledge, skills and experience.

To Apply

Submit cover letter, resume and one writing sample to:

Feet First
ATTN: Active Communities Mapping Specialist Position
314 1st Avenue South
Seattle, WA 98104

Or Email: info@feetfirst.info with pdf attachments

For more information

Visit: www.feetfirst.info

No phone calls, please.

Application deadline: 5:00 PM on Friday, July 16, 2010

Panel interviews will take place the week of August 9, 2010. The starting date of this position is Monday, August 23, 2010.