

Go Garfield Park Outreach Ambassadors Position Announcement

About the Program

Do you have a passion for encouraging people to bike, walk and use public transportation? Are you an invested member of the East Garfield Park or West Garfield Park communities? The City of Chicago has launched a project called *Go Garfield Park*, an educational campaign to help East and West Garfield Park residents walk, bike, and use transit more often. *Go Garfield Park* wishes to hire **two outreach ambassadors** to conduct community outreach and administrative tasks for the program.

Go Garfield Park will launch this summer and is one of five similar programs that have already been implemented in Chicago neighborhoods since 2013. The program piloted in 2013 with *Go Bronzeville* and continued in 2014 with *Go Pilsen* and in 2015 with *Go Albany Park* and *Go Edgewater*. The goals of the program are to:

- Reduce drive-alone trips of residents;
- Increase trips made by foot, bicycle, transit, and carpool;
- Increase the use of bike share, particularly at stations within Garfield Park;
- Foster a sense of community around walking and biking activities;
- Support local businesses and existing community efforts.

Duties and Responsibilities

Successful candidates will invite Garfield Park residents to participate in the program, respond to questions about transportation in the neighborhood, assemble and deliver information packet orders, and identify other opportunities for outreach and partnership. The Active Transportation Alliance (Active Trans), a non-profit advocacy group, is part of the project management team and will supervise these employees.

Ideal candidates are self-starters who are community focused and have a desire to help their fellow Garfield Park residents bike, walk and use transit more often. Candidates should be approachable, reliable, and work well in a team as well as independently. Ambassadors will work 40 hours per week (including weekends and some evenings) both indoors and outdoors (in any weather) from June to September. Approximately 60% of time will be spent on office tasks and 40% on outreach and events.

The Go Garfield Park Outreach Ambassadors will have these duties:

- Assemble packets of transportation materials at the Active Trans office (in River North), including organizing orders, data entry, and other administrative and promotional tasks
- Deliver packets to Garfield Park households from the Active Trans office by foot, bike, and/or transit
- Appear at street festivals, fairs, other public events, and go door-to-door to promote and explain the Go Garfield Park program, invite residents to participate, answer questions about transportation options, and distribute transportation materials (such as maps and brochures)
- Lead and/or staff events, workshops, and presentations in formal and informal settings
- Work with and schedule tabling opportunities for Go Garfield Park with community groups, aldermanic staff, police officers, business associations, volunteers, sponsors, and other organizations and agencies
- Work sites will include the Active Trans office, street festivals, public parks, community organizations, and other public events in Garfield Park
- While on duty, wear a Go Garfield Park uniform (t-shirt provided by the program) and a bicycling helmet when bicycling to and from events and while delivering packets

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- Represent the City of Chicago and the Go Garfield Park program in a positive, responsible, professional way.

Ambassador Qualifications

Candidates must possess the following qualifications:

- Resident of Garfield Park
- Comfortable speaking with the public and can communicate effectively with all types of people
- Works well in an unstructured and informal environment, with limited supervision
- Works well in a team, and fosters team spirit
- Prompt, punctual, and reliable
- Good at solving problems, thinking creatively, and self-motivation
- Experience with public outreach initiatives
- Enthusiasm about transportation options and helping members of the public
- Familiarity with, and personal experience using, transportation options that serve Garfield Park, including walking, bicycling, transit, bike-share and car-share.
- Experienced in bicycling in urban traffic, owns a bicycle in good working condition and an approved bicycling helmet which must be worn while on the job.
- Bicycle mechanic skills, desirable
- Proficient with Microsoft Office applications and basic data entry and email
- Able to lift up to 35 pounds, and able to work outdoors all day and in any weather

Basic Details

- Start Date: May 23, 2016
- Duration: May 23, 2016 – October 7, 2016
- Compensation: \$15 per hour
- Hours vary based on project timeline: Full time (40 hours/week including weekends) for June through September; Part time (20 hours/week) in May and October

Applications

Please send both a resume and cover letter by **Monday, April 11** to Maggie@activetrans.org. Please include the words "Go Garfield Park Ambassador" in the subject line. Electronic submissions only; no mailed or faxed submissions will be considered. No phone calls, please.