



## CAREER OPPORTUNITY

Job # 201713  
Opens: 05/04/17  
Open until filled

### **PEDAL CORVALLIS OUTREACH AMBASSADOR** Community and Economic Development

Temporary, Part Time (20 hrs/wk) including some evenings and weekends  
Duration: June 19 - (approximate October 6, 2017)

*Oregon Cascades West Council of Governments (OCWCOG) is a voluntary association of twenty cities, three counties, the Confederated Tribes of the Siletz Indians and a port district in the Linn, Benton, and Lincoln county region. OCWCOG is an exciting, multifaceted organization staffed by over 160 dedicated professionals in three OCWCOG office locations, and eleven Senior Meal sites. OCWCOG values its work and employees with great services, benefits, and careers. For Additional information about OCWCOG, General Administration and our Board of Directors, go to: [www.ocwco.org](http://www.ocwco.org).*

#### **GENERAL INFORMATION**

This recruitment may close at any time without advance notice at the discretion of the agency after a sufficient number of qualified candidates have applied. Screening will begin as early as **Friday, May 19<sup>th</sup>, 2017**. We cannot guarantee that we will review applications received after this date.

This position is represented by the Service Employees International Union (SEIU) Union.

If you are offered employment, the offer will be contingent upon the outcome of a criminal records check, and the information will be shared with Human Resources. Any criminal history will be reviewed and could result in the withdrawal of the offer or termination of employment.

The Oregon Cascades West Council of Governments (OCWCOG) and its partners launched a community bikeshare program, called *Pedal Corvallis*, in June 2016, and partnered with Oregon State University (OSU) on an expansion to campus in April 2017. The program has a total of 8 stations, 41 bikes, and 2 adult trikes in Corvallis, and is open to anyone age 18 and older.

Bikesharing is a system of bikes available for short-term use. The goal is to offer an affordable and easily accessible transportation option to residents and visitors to encourage active transportation. Bikesharing promotes health, connectivity, livability, and economic development.

OCWCOG is seeking two Outreach Ambassadors to promote awareness of, and enrollment in, the bikeshare program during a targeted outreach campaign in the Garfield area of Corvallis, with an emphasis on reaching Medicaid recipients. This includes door-to-door outreach, public communications, event planning / coordination, and administrative tasks. Events may be in partnership with community groups, employers, and other stakeholders in the Corvallis area.

#### **DUTIES AND RESPONSIBILITIES**

- Engage stakeholders and work with partners to promote *Pedal Corvallis*.
- Attend training on outreach techniques and protocols.
- Conduct door-to-door outreach to residences in the Garfield area.
- Attend community events and appear at popular locations, such as Osborn Aquatic Center or *Open Streets Corvallis*, to promote the bikeshare, distribute promotional materials, explain how the bikeshare works, answer questions, and encourage sign-ups.
- Plan and lead events, such as a group bike ride that highlights how to use the program.
- Discuss, promote, and answer questions about bikesharing and other public transportation options.

- Write and disseminate communications, such as e-newsletters and social media posts.
- Track outreach touches and event details, and complete other administrative tasks.
- Write reports evaluating outreach, events, and communications, including lessons learned and recommendations for future efforts.
- Participate in ongoing meetings with project staff.

### **WORKING CONDITIONS**

Work is performed primarily in an office environment utilizing a personal computer and laptop, telephone, and a variety of office equipment. Frequent travel; work indoors and outdoors (in any weather). Tasks include door-to-door outreach, public communications, event planning / coordination, and administrative tasks. May risk exposure to people with irrational/hostile behavior and contact with domestic animals while canvassing. Occasional travel to various meetings and trainings is also required.

### **TO QUALIFY**

Your OCWCOG application form will be reviewed to verify that you meet the MINIMUM QUALIFICATIONS portion stated in this announcement. Complete ALL PARTS of the application and provide detailed work experience. If your application is incomplete or does not clearly show in detail the experience and/or training required, your application will not be accepted.

### **MINIMUM QUALIFICATIONS:**

To receive credit, and proceed to the next step of the recruiting process, your application form must clearly show that you meet the following:

- Ability to speak to public audiences in a professional, engaging, and highly effective manner
- Excellent written communication skills
- Proficiency in Microsoft Office applications and basic data entry and email
- Experience coordinating / planning / facilitating events
- Works well in an unstructured environment, with limited supervision
- Works well in a team, and fosters team spirit with all types of people
- Good at problem solving and thinking creatively
- Enthusiasm about bicycling / bikeshare and helping members of the public
- Prompt, punctual, and reliable; strong problem-solving skills, initiative, and personal integrity

### **Desired Qualifications**

- Working proficiency in Spanish or native Spanish speaker
- Experience conducting public outreach
- Interest in transportation options, especially bicycling, and knowledge of safety laws
- Familiarity with Corvallis
- Experience using social media / email programs such as MailChimp in a professional setting

### **Reporting Relationships and Work Environment**

- Work 20 hours per week from June 19 - October 6, 2017 (*Outreach program will run July 5 - September 30; employment timeframe allows two weeks before and one week after*)
- Report to OCWCOG's Albany office for meetings as needed, however, most work will be completed in Corvallis.
- Report to OCWCOG's Community and Economic Development Director for administrative purposes and to Alta Planning and Design staff for weekly task assignments (by phone).
- Collaborate with partner organizations.

- Represent OCWCOG and *Pedal Corvallis* in a positive, responsible, and professional way.
- Work indoors and outdoors (in any weather), with some evening/weekend hours.
- While on duty, wear a program T-shirt provided by the program.
- Wear a bicycling helmet when bicycling to, from, and during events.

### **LICENSES, CERTIFICATES, & OTHER REQUIREMENTS**

Possession of a Valid Oregon Driver's License, or have the ability to obtain reliable transportation in order to travel throughout the three-county area.

Must successfully complete a criminal background check.

**SALARY and BENEFITS:** \$15.35 /hr., plus \$0.535 per mile travel reimbursement

### **REQUIREMENTS FOR APPLYING:**

Submit signed application, resume, and cover letter to Human Resources by the first screening date listed above describing your experience, training, and what it would mean to you professionally to have the opportunity to engage in this position. Applicants who best meet the minimum requirements for the position will be interviewed.

### **HOW TO APPLY:**

Candidates should send a cover letter explaining why they consider themselves suited for the position and a résumé of qualifications and relevant experience. Before applying, candidates should be familiar with the information at [www.ocwcog.org/pedal](http://www.ocwcog.org/pedal) and [www.zagster.com/pedalcorvallis](http://www.zagster.com/pedalcorvallis).

Applications and detailed job description is available at [www.ocwcog.org](http://www.ocwcog.org)  
If you qualify, submit signed application and required materials listed in the requirements for applying.

### **SUBMIT TO:**

Oregon Cascades West Council of Governments, Attn: *Pedal Corvallis* Outreach Ambassador  
Human Resources Department  
1400 Queen Ave SE, Suite 201  
Albany, Oregon 97322

You may **E-MAIL** your application materials to us at [hrrecruit@ocwcog.org](mailto:hrrecruit@ocwcog.org). **In the subject line please include the position title and the posting number.** By electronically submitting your application, you agree to the conditions stated in the certification and signature section of the application, which is enforceable as if you had signed. You will receive confirmation of receipt only if you submit via e-mail.

**FAX** to 541-967-6123. We are unable to verify receipt of faxed applications. OCWCOG is not responsible for material that is illegible or missing as a result of transmitting by fax or which may be lost through the mail.

**SUBMIT** only the required materials. Reference letters or work examples should be kept for interviews. In addition, any application materials previously submitted for other positions will not be matched to this application by OCWCOG. It is the applicant's responsibility to submit all required documents every time.

**Community and Economic Development**  
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