



## Job Opening: Open Streets Manager

**Report to:** Executive Director  
**Supervises:** Program Coordinator(s)\*  
**FLSA Status:** Full-time, exempt  
**Salary Range:** \$50,000-\$65,000 annual

### About Living Streets Alliance

[Living Streets Alliance](#) (LSA), is a nonprofit organization that advocates for a thriving Tucson by creating great streets for all of us. Working at the intersection of social justice, climate change, public health, and community development, we utilize streets to foster a just, sustainable and vibrant city. We envision streets as living public spaces that connect people to places and to each other, and work to bring this vision to life through programs like Cyclovia Tucson and Safe Routes to School, advocating for policies like Complete Streets, partnering with neighborhoods and communities to transform streets and intersections into colorful, inviting, and traffic-calmed spaces for all ages to enjoy, and more.

### LSA's commitment to Diversity, Equity, Inclusion, and Access

Living Streets Alliance is an equal opportunity employer and is committed to fostering an environment that is inclusive and welcoming for diverse board and staff members with different backgrounds, identities, and lived experiences. By welcoming "diversity," we mean that our organization embraces differences in gender expression and identity, age, culture, ancestry, ethnicity, race, color, sexual orientation, physical ability, learning style, religion, familial status, marital status, occupation, veteran status, nationality, citizenship, socio-economic status, and the many forms of composite subjectivity and life experiences. LSA acknowledges the role transportation planning has played in creating and exacerbating racial and socioeconomic inequities and recognizes the need for centering and elevating voices that are traditionally underrepresented in transportation planning and decision-making spaces. Hence, we strongly encourage applications from people of color, people from working class backgrounds, women, and LGBTQ+ people.

### Job Description

The Open Streets Manager is the person that brings Tucson's streets to life through transformative actions and events. The Open Streets Manager is responsible for managing Open Streets as a legacy program of Living Streets Alliance and is tasked with evolving Cyclovia Tucson and growing Cyclovitas—mini open streets events—and other smaller scale events and activities that invite Tucsonans to envision and experience their streets in a new way (examples: block parties, better block demonstrations, traffic calming demonstrations). They work closely with neighbors, businesses, community organizations, and municipal partners to create fun, welcoming, and inclusive experiences that foster streets as vibrant spaces for people and encourage/promote/support biking, walking, and transit. The Open Streets Manager also coordinates quick-build traffic-calming projects as a strategy for creating permanent change.

### A day in the life of an Open Streets Manager

On a given day you might be doing any of the following (to name a few): attending a neighborhood meeting and presenting about open streets events; reviewing a special event barricading plan and sending it to your contact at the Dept. of Transportation & Mobility with edits and recommendations;

coordinating with food vendors about their placement along an event route; connecting with an event sponsor to talk about the details of their activity at Cyclovia; working with an artist to prepare a traffic-circle-mural application for review by PACD (the Public Art & Community Design Committee of the Arts Foundation); coordinating with a team member on volunteer management around a specific event; brainstorming with a coworker on a preview/preparatory ride along a route or with a neighborhood; developing a production timeline and advising the LSA Team on what to expect during an event.

**You'll thrive in this job if you:**

- Are passionate about active transportation and streets as public places
- Are an extrovert; love connecting with all different kinds of people and building relationships
- Are highly organized, detail-oriented, resourceful, and take initiative; self-start and lead projects with minimal supervision
- Have strong project/event/program management skills
- Love problem solving and coming up with creative solutions to complex challenges
- Can juggle multiple projects at once and deliver high-quality work on time while adapting quickly to external shifts in opportunities and timelines
- Excel in a highly collaborative environment and value co-creation and shared-leadership
- Share a strong desire and ability to learn quickly and grow with the organization

**Key responsibilities include, but are not limited to:**

- Open Streets Program Management
  - Cyclovita Program Development & Management
    - Work in close collaboration with the Executive Director to identify opportunities for and shape a Cyclovita Program
    - Develop processes, both public and internal, for implementing Cyclovitas
    - Partner with Development staff to identify funding streams and secure resources
  - Cyclovia Tucson Event Management
    - Select route(s) in partnership with local businesses, neighborhoods, community partners and stay in regular communication with them
    - Coordinate with municipal partners to ensure a safe and seamless event
    - Schedule / lead steering committee meetings, and/or attend neighborhood meetings as needed
    - Collaborate with Communications Coordinator to ensure social media channels and website are up to date
    - Recruit, train, and manage intern(s) and volunteer(s)
    - Administer Cyclovia census (participant survey)
    - Coordinate with activity partners, vendors, and sponsors
    - Apply for and monitor grants, fulfill reporting requirements as needed
    - Schedule out event production timeline and manage it (includes marketing and promotion, permitting and logistics, communications)
  - Development and Management of additional events and activities as needed
- Quick-Build Implementation
  - Identify opportunities for shorter-term Tactical Urbanism demonstration and pilot projects to catalyze long-term streets transformations

- Coordinate Tactical Urbanism demonstration and pilot projects such as Better Block demonstrations, pilot protected bike lanes, pop-up traffic circle demonstrations leading up to more interim quick-build projects etc. as opportunities arise;
- Project manage quick-build projects:
  - Lead project coordination with city departments, project partners, and engineering consultants to facilitate quick-build project planning and construction
  - Review and provide feedback on engineering plans and conducting site visits during project construction
  - Installation
  - Lead quantitative and qualitative data collection and analysis efforts for project evaluation purposes
- Organizational Support & Integration
  - Support the team in moving forward program or service specific initiatives; help plan for and staff events as needed
  - Engage regularly in thought work with the team around intersectional issues (ie. topics like disability justice, housing policy, gentrification, etc.) and project-/program-specific reflection and problem-solving
  - Regularly gather and contribute content for communications purposes (newsletters, social media, annual report, websites)
  - Support fundraising efforts as needed; assist in the development of grant and project proposals as necessary
  - Partner and work with LSA's Board of Directors on occasion (example: attend board meetings, participate on a committee, etc.)

### **Essential Skills & Qualifications**

LSA does not have minimum requirements for education or professional experience for this position. We encourage all candidates with relevant experiences and professional backgrounds to apply. We expect qualified candidates to have the following skills and qualifications for this position:

- Deep connection to the mission of Living Streets Alliance and the values of the organization (creativity, equity, community, integrity, collaboration)
- Ability to establish and maintain collaborative working relationships with community members, contractors, collaborators, and City partners
- Relevant work experience in event management, program coordination, or related field
- Demonstrated experience leading projects and event production at a variety of scales
- Basic understanding of public space design principles, emerging street design and transportation practices, and traffic calming strategies
- Conversational Spanish proficiency
- Excellent interpersonal and communication skills, both written and oral
- Ability to coordinate and manage volunteers and interns
- Understanding of and commitment to antiracism, transportation equity, mobility justice principles

### **Physical Requirements**

- Flexibility to work outside of regular business hours (evening meetings, weekend events, as needed)
- Reside in or willing to relocate to Tucson
- Current Arizona driver's license and the ability to transport oneself all over the region, often with supplies and equipment
- Fingerprint clearance (LSA can help facilitate this upon hire)
- Confident riding a bicycle
- Ability to perform manual tasks regularly (ex. pouring paint, installing yard signs, moving barricades, loading and unloading equipment, etc.)

#### **Nice to Haves**

- Advocacy experience
- Nonprofit experience
- High level of Spanish proficiency, especially speaking (Candidates who don't speak Spanish, but are fluent in languages spoken by Tucson's indigenous peoples or by Tucson's refugee populations are encouraged to apply)
- Experience in transportation or urban planning fields and knowledge of planning principles and practices
- Working knowledge of engineering drafting and design methods, practices, and techniques
- Familiarity with Adobe Illustrator, InDesign, and Acrobat
- Experience with route planning/mapping technologies (ArcGIS Pro or other mapping tools) and ability to prepare graphics and maps
- Staff management experience

#### **Work Schedule**

This full-time position typically works a flexible schedule of 40 hours a week. Staff meets altogether 2-3 times per week at the office or on zoom; the rest of the time employees have flexibility with when and where they work, though they're encouraged to follow normal business hours when possible. Annually, the nature of LSA's work requires a flexible work schedule. Events and activities ramp up in the fall through spring and slow down in the summer. Because of this the team encourages time off or shorter work weeks when schedules allow.

#### **Benefits**

- Creative, collaborative and mission driven environment within an organization that has tremendous local impact
- Flexible work schedule
- Close-knit team who are passionate about the work and dedicated to learning together
- Open PTO and a focus on work-life balance
- Group Health Insurance

#### **Vaccination Requirements**

In accordance with our mission and values, Living Streets Alliance has implemented a mandatory COVID-19 vaccination and booster policy for all Living Streets Alliance employees and interns. All employees are required to have or obtain all COVID-19 vaccines and, once eligible, booster(s) as a term and condition of employment.

*\*The Open Streets Manager works collaboratively with the entire LSA team, and leads on their projects/programs. There are currently no supervisees, however portions of the work may be delegated to junior hires as LSA's capacity and staff grows. If/when these hires are made, the Open Streets Manager would be their supervisor, which would come along with a promotion and raise.*

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**To apply:**

Fill out the corresponding application on our website ([livingstreetsalliance.org/jobs-internships](https://livingstreetsalliance.org/jobs-internships)) and attach your resume. Contact Madeline McClure with questions: [info@livingstreetsalliance.org](mailto:info@livingstreetsalliance.org)

**Deadline to apply:**

Applications are due by **March 31<sup>st</sup>, 2024**, though this position will remain open until filled. We'll be reviewing applications on a rolling basis and encourage you to apply as soon as possible. All applicants will be contacted regarding next steps.

**Interview process:**

Chosen applicants will be invited to attend a virtual Round I interview between **March 18<sup>th</sup> – April 5<sup>th</sup>, 2024**. Round II interviews will be in-person and take place between **April 8<sup>th</sup> – April 12<sup>th</sup>, 2024**. Pending circumstances of the applicant, a target start date for the position is **May 1<sup>st</sup>, 2024**.

*(Posted 01/05/2024)*