

Outstanding Bicycle Transportation Planning Opportunity

The Bicycle Federation of Wisconsin, a state-wide non-profit Bicycle Advocacy and Education Organization, is seeking a **Bicycle Transportation Planner**. The Planner will serve as a project manager for on-going planning contracts and will secure future planning contracts.

This position requires experience in bicycle/pedestrian planning and its connection to broad based transportation and urban/community planning. Project management experience as a planning consultant is preferred. Must be proficient in the use of ESRI GIS and Microsoft software and have excellent writing and communication skills.

Preferred qualifications are a Bachelor's Degree in planning and 3-5 years of experience.

The position is based out our Milwaukee or Madison offices. Salary will be commensurate with experience and abilities. Health insurance benefits, vacation, sick leave and flexible work schedule are offered – along with the opportunity to work for a great organization.

This position is open until filled.

The job description is posted below. To apply, send a cover letter and resume (e-mail is preferred) to:

Kevin Hardman
Executive Director
Bicycle Federation of Wisconsin
1845 North Farwell Avenue, Suite 100
Milwaukee, WI 53202
Kevin.Hardman@bfw.org
www.bfw.org

Bicycle Transportation Planner

Position:

To manage planning contracts and activities of the Bicycle Federation of Wisconsin (Bike Fed) and to work with the Executive Director to solicit future contract planning work. This position reports to the Executive Director and would be responsible for managing planning support staff as needed. This position will be based in the Milwaukee or Madison, WI Bike Fed offices.

This is a salaried, full-time position.

Job duties:

- Manage and complete on-going planning contracts and activities within their current project time-lines and budgets.
- Perform planning tasks including public presentations, field assessments, and plan writing and formatting.
- Represent the BFW as a professional consulting firm specializing in bicycle transportation planning, GIS mapping, and related activities.
- Work with the Executive Director and Outreach coordinator to create a marketing plan for our planning consulting services.
- Produce project proposals and presentations in the effort to secure future planning contracts.

Skills/abilities:

- Excellent written and oral communication skills, including the ability to present project proposals to a panel.
- Ability to work independently and represent the BFW in a professional manner.
- A detailed understanding of bicycle planning issues.
- General knowledge of a project-based consulting business.
- Understanding of basic bicycle and pedestrian advocacy principals.
- Knowledge of Microsoft Word, Excel, PowerPoint and ESRI GIS software necessary; knowledge of the Adobe design suite is desired.

Education and/or experience:

- B.S. degree in planning is highly desirable.
- 3-5 years experience working as a planner with project management is highly desirable.

Work environment/physical demands:

- This position requires the ability to talk and hear.
- This position may require the ability to walk up stairs.
- Some travel within the State of Wisconsin will be required; must be willing and able to travel.
- This position is located in Milwaukee or Madison, WI.