



## JOB ANNOUNCEMENT

# Community Engagement Coordinator

*Full-Time, Hourly, Non-Exempt*

At Walk San Francisco, we believe when you walk out the door to go to work, to school, to the park — anywhere — you shouldn't be risking your life by simply crossing the street. But every day an average of three people are hit while walking in San Francisco.

Walk SF exists to change this. Every day, we push for solutions to make our streets dramatically safer for everyone, of every age and ability. We believe San Francisco can become the most pedestrian-friendly city in the nation. And when walking is truly safe and joyful for all, this will bring immense health, equity, economic, and environmental benefits to our city.

We're looking for a new team member to help us with our lifesaving mission!

The Community Engagement Coordinator is Walk SF's front-line, community-facing role, bringing our safe streets mission to life through hands-on programming, events, and outreach. This role leads our Safe Routes to School work and Walk Audits, supports a wide range of Walk SF events — from large fundraisers to smaller community meetings — and serves as an essential organizer and logistics engine across the Advocacy Team. This position is ideal for someone who loves being out in the community, thrives in a role with a lot of variety, and is passionate about making San Francisco's streets safer for everyone.

The Community Engagement Coordinator sits within the Advocacy Team and is supervised by the Advocacy Manager. This role also provides event support to the Development Team for Walk SF's major fundraising events.

This is a full-time, non-exempt position, with an hourly rate of \$33.65/hr. Benefits include three weeks of PTO and 10 national holidays (plus our office is closed between Christmas and New Year's); sick time; medical benefits plus a wellness flex fund; professional development funding; and 401k match.

**Please note:** In order to be considered, candidates must be available for 2026 Bike & Roll to School Week (May 4-8, 7am-10am). Preferred start date is Monday, April 20.

## KEY RESPONSIBILITY AREAS

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Principal responsibilities of the Community Engagement Coordinator include, but are not limited to:

### Safe Routes to School

- Lead Walk SF's Safe Routes to School (SRTS) programming, serving as the organization's primary liaison to the citywide Safe Routes to School Partnership and to schools, parents, and community members involved in SRTS activities.

- Plan and implement SRTS activities and events throughout the school year, including: Walk & Roll to School Day programming each fall; school-based outreach to parents and teachers; [Walking School Buses](#); in-classroom presentations to elementary, middle, and high school students, as well as to parents; and other encouragement and education activities.
- Lead Bike Blender activities and similar interactive community engagement events that connect neighbors to Walk SF's safe streets work in fun and accessible ways.
- Attend Safe Routes to School meetings and partnership convenings, representing Walk SF and contributing to shared programming goals.
- Manage SRTS program administration, including invoices, reports, and other contract deliverables.

### **Community Walk Audits & Engagement Activities**

- Serve as Walk SF's lead coordinator for community Walk Audits — a key tool for engaging residents in identifying unsafe street conditions in their neighborhoods.
- Plan Walk Audits (average 2x/mo) from start to finish: scheduling, recruiting participants, coordinating logistics, instructing participants on Walk Audit methodology, facilitating the audit itself, gathering and documenting community feedback, and preparing summaries of findings.
- Work closely with the Advocacy Manager and Advocacy Director to translate Walk Audit findings into recommendations and advocacy materials for delivery to decision-makers.
- Recruit, train, and coordinate volunteers for Walk SF events, Walk Audits, outreach activities, and other programmatic needs.
- Conduct outreach tabling at community events, farmers markets, neighborhood gatherings, and other public spaces (average 6x/year) to promote Walk SF's mission, programs, and upcoming events.
- Assist the Advocacy Team with other community engagement activities as needed, including supporting coalition meetings, community forums, and neighborhood outreach efforts.

### **Event Support & Coordination**

- Provide essential event support across Walk SF's full range of events — from large signature fundraisers like Peak2Peak and Stair Challenge to citywide events like Walk & Roll to School Week to smaller monthly and quarterly advocacy meetings.
- Event support responsibilities include: managing volunteer recruitment, orientation, and day-of coordination; supporting promotion, marketing, and community outreach; assisting with event logistics (venue, permits, materials, AV, catering, RSVPs); and attending events to assist with event-day logistics.
- Serve as meeting assistant for monthly/quarterly Advocacy Team meetings — managing logistics (food, RSVPs, AV/Zoom setup), taking notes, and handling follow-up communications.
- Attending, and note taking, and giving public comment at SF government public-facing meetings, such as SFMTA Board meetings
- Manage logistics for Walk SF staff celebrations and monthly team-building activities.

### **Administration & Reporting**

- Maintain accurate records of program activities, participant data, and event outcomes in Salesforce and other organizational systems.
- Maintain volunteer records and track volunteer hours and contributions in Walk SF's CRM (Salesforce).
- Assist with grant reporting by tracking program data and preparing activity summaries for SRTS and other Advocacy Team contracts.
- Handle invoicing and receipts for program-related expenses in coordination with the Advocacy Manager.

## **EXPERIENCE AND QUALIFICATIONS**

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While no one person will embody every quality, our ideal candidate will bring many of the qualifications and attributes listed below:

- 2+ years working with elementary, middle, and/or high schools students
- 1–3 years of experience in community outreach, event coordination, program coordination, or a related field. Experience at a nonprofit, school, or advocacy organization is a plus.
- Enthusiasm for and commitment to Walk SF's mission — a genuine interest in street safety and making San Francisco's streets safer for people of all ages and abilities.
- Strong interpersonal skills and comfort engaging with diverse community members from a wide array of cultural, experiential, and financial backgrounds, including children, seniors, parents, neighborhood residents, and community leaders.
- Experience planning and executing events or community programs, with strong attention to logistics and detail.
- Strong presentation skills and comfort facilitating group activities and speaking in front of community members.
- Strong written and verbal communication skills.
- Organized, detail-oriented, and able to manage multiple tasks and deadlines simultaneously.
- Comfort with Google Suite, Salesforce or similar CRM, Asana, and Zoom.
- Bilingual in English and another language widely spoken in San Francisco, especially Spanish or Chinese, a plus

## **LOGISTICAL REQUIREMENTS**

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- Available for recurring early mornings (7-9am)
- Flexibility to work some evenings and weekends for community events, meetings, and fundraisers (2-3 times per month)— this is a regular part of the role.
- Must have or be willing to get a current TB test, as well as Livescan fingerprinted, and pass a California Department of Justice background check to work with schoolchildren.
- Ability to travel independently to neighborhoods across San Francisco.

## **PHYSICAL REQUIREMENTS**

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- Physical mobility to lead Walking School Buses, walk audits, tabling, and event set-up/breakdown
- Sedentary work that primarily involves sitting/standing
- Motorskills for typing, grasping mouse, carrying computer from one worksite to another
- Stand and lecture students in a classroom environment
- Carrying, adjusting, or moving objects up to 25 lbs in all directions

## MORE ABOUT US

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Our staff is focused on making positive change in the world, honors and supports diversity in the workplace, and is committed to being intentionally inclusive in all our relationships.

Walk SF sees our work to contribute to ending systemic racism as ongoing, and our Board and staff identify and take meaningful actions internally and externally as an organization in support of this. We recognize that transportation policy can play a key role in creating a more equitable city and world.

Walk SF is committed to providing a workplace that is free from discrimination and harassment on the basis of race, color, religious creed, national origin, age, sex, marital status, sexual orientation, gender identity, disability, medical condition, veteran status, or any other classification protected by applicable law.

Currently, we have a hybrid working environment with 2 days minimum in-office each week (Mondays and Wednesdays). Our office is in the Mission District and is ADA accessible and close to transit and bike share. We are a flexible, family-friendly, collaborative workplace that makes time for team bonding and volunteer service.

Walk SF's strategic plan commits our organization to determine our highest priority projects and campaigns through an equity lens, focusing on communities where issues of equity are most at play — including communities with the most low-income people, immigrants, communities of color, seniors, children, and people with disabilities.

## HOW TO APPLY

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Candidates with a combination of the above qualifications are encouraged to apply. To apply, please send: 1) a cover letter that includes where you heard about the position, your reasons for applying, and the relevant experiences you would bring to this role; and 2) your resume. Please merge these into one PDF with a file name that includes your last name and "Community Engagement Coordinator" and email to [jobs@walksf.org](mailto:jobs@walksf.org). Use the subject line: Community Engagement Coordinator Application. Resumes submitted without a cover letter will not be considered.

**Priority will be given to completed applications received by Sunday, March 22.**

Learn more about Walk San Francisco at [walksf.org](http://walksf.org).