



Date: December 9, 2025  
Job Title: **Community Engagement Specialist**  
Employment: Full time  
FLSA Status: Nonexempt

Reports To: **Education Program Manager**  
Work Schedule: M-F *must be able and willing to work occasional evenings and weekends*  
Work Location: Hybrid - in office, at home and in the field combination

Pay Rate: \$25.00 per hour

## **JOB DESCRIPTION SUMMARY**

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The Community Engagement Specialist plays a vital role in advancing the Commute Options mission to increase access to transportation options across Oregon. Key responsibilities include supporting outreach and education efforts to promote road user safety, training travelers on how to utilize transportation options, and expanding programs to historically marginalized groups. The main goals of this position are to help Commute Options reduce barriers to transportation, enhance outreach and engagement, and improve resource sharing within the organization's service area.

This role delivers inclusive, accessible walking and biking safety education to youth and adults across multiple settings, including classrooms, assemblies, after-school programs, community events, and Learn to Ride sessions. The specialist provides logistical support for events, attending events, ensuring materials, supplies, and on-site operations are organized and prepared.

The Community Engagement Specialist recruits, trains, and coordinates volunteers while maintaining accurate volunteer resources and online profiles. They support program implementation by preparing documentation, maintaining records, and ensuring all activities comply with grant and contract requirements. Deliverables are reported quarterly to the Oregon Department of Transportation, the City of Bend, and other relevant partners.

A strong commitment to diversity, equity, inclusion, and accessibility (DEIA) is central to this position. The specialist models inclusive behaviors, proactively addresses bias, promotes racial equity and social justice, and builds partnerships with community groups—particularly historically marginalized communities. They also support the organization's DEIA Working Group in cultivating a culture of inclusion and belonging.

Additional responsibilities include developing or updating school walking and biking maps using Adobe Illustrator, conducting walk audits, and performing other duties as assigned by the Education Program Manager. The Community Engagement Specialist reports to the Education Program Manager and collaborates closely with the Safe Routes to School Coordinator to advance program goals and community impact.

We seek a committed individual who embraces our mission, vision, and values, and is dedicated to fostering an inclusive, equitable, and trauma-informed approach in all interactions and program implementations. The ideal candidate will demonstrate cultural competence and contribute to creating an environment that respects and values diverse backgrounds and experiences.



## **ESSENTIAL JOB DUTIES & FUNCTIONS – These can be performed with or without an accommodation.**

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- Deliver inclusive, accessible walking and biking safety education for youth and adults across multiple settings, including classrooms, assemblies, after-school programs, community events, and Learn to Ride sessions.
- Provide logistical support for events, including attending events, transporting materials, and ensuring all supplies are organized and prepared.
- Recruit, train, and coordinate volunteers; maintain volunteer resources and online profiles.
- Support implementation of program activities, ensuring accessibility and inclusivity for all community members. Prepare program documents and maintain accurate records.
- Ensure that implemented objectives and activities comply with grants and contract requirements.
- Report on deliverables accurately and promptly each quarter to the Oregon Department of Transportation, City of Bend, and any other relevant contracts or required reports.
- Demonstrate a steadfast commitment to diversity, equity, inclusion, and accessibility through continuous development, modeling inclusive behaviors, and proactively mitigating bias.
- Exhibit proficiency in and dedication to promoting racial equity and social justice in all job responsibilities.
- Build partnerships with community groups, including historically marginalized communities, to support culturally responsive outreach and engagement.
- Support our DEIA Working Group in ensuring equitable experiences, strengthening inclusion, showing good judgment, and cultivating a culture of inclusivity and belonging that values the contributions of all team members.
- Develop or update school walking and biking maps using Adobe Illustrator, conduct walk audits
- Perform other duties as assigned by the Education Program Manager for the agency's further development.

## **COMPETENCIES**

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- Stress Management – Accepts pressure and maintains composure and perspective in tense situations and under deadlines with funders, community partners, members, the Board, and staff.
- Detail-Oriented & Quality Focus – Verifies all work. Recognizes and addresses flaws or errors through thorough analysis and proactive problem-solving. Receives constructive criticism and seeks to improve.
- Interpersonal Communication – Builds rapport with a positive and collaborative attitude with all levels of people within the organization and outside. Able to present information effectively to students.
- Nonprofit & Job-Specific Knowledge – Understands transportation issues and related standards, practices, and processes.



## QUALIFICATIONS

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### Minimum Qualifications

- Must embrace the mission of Commute Options and demonstrate a commitment to promoting safe, accessible, and equitable transportation options.
- Competency in bike riding.
- Maintains professional conduct in interactions with community, partners, and colleagues.
- Must be able to communicate effectively with others, including writing and speaking.
- Organized with a demonstrated ability to follow through on tasks and goals, such as reporting on program outcomes.
- Possess the skills to work collaboratively within a diverse team environment and participate with a focus on collaboration.
- Employment is contingent upon verification of eligibility to work in the United States as required by federal law.

### Preferred Qualifications

- Proficiency in Adobe Illustrator or similar graphic design software, with experience creating or updating maps, visual materials, or educational graphics.
- Demonstrated cultural competency and the ability to engage effectively with diverse cultural backgrounds.
- Ability to foster safe, inclusive, supportive, and collaborative environments for individuals from diverse backgrounds and abilities.
- Commitment to providing equitable transportation options and understanding systemic barriers to mobility.
- Effective interpersonal and communication skills using trauma-informed language and practices in interactions with community members and colleagues.
- Demonstrated expertise and a strong commitment to apply racial equity and social justice practices in all aspects of program support.
- Fluency in two or more languages relevant to the Central Oregon community.
- Experience instructing youth or teaching skills.

## BENEFITS

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- Extensive benefits package and PTO after first 90 days of employment: 100% employer-covered health insurance, Vanguard 403(b) retirement account - employer contribution, cell phone stipend.
- Holidays: 12 paid holidays
- Paid personal and professional development opportunities: we invest in the growth and advancement of our employees by offering financial support for activities such as attending conferences, workshops, trainings, or pursuing further education, especially in areas such as unconscious bias awareness, cultural competency and responsive communication, and trauma-informed practices.



- This benefits package demonstrates Commute Option's commitment to supporting its employees' well-being, financial security, and professional development.
- Differential pay (see below).

## **WORKING CONDITIONS, ENVIRONMENT & PHYSICAL DEMANDS**

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### **Working Environment**

- This position involves working both in an office setting and outdoors on roadways, sidewalks, bike paths, parks, school grounds, and parking lots.

### **Working Hours**

- This position requires early morning shifts and occasional evening work. Morning start times vary, beginning as early as 7:00 AM, depending on school schedules. Evening commitments are based on event hours but typically conclude by 8:00 PM.

### **Essential Physical Requirements & Effort**

- The person in this position needs to move safely in both inside and outside environments, including roadways, sidewalks and bike paths, and work atop varying terrain.
- Regularly operates a bicycle, and office equipment, including computers, printers, and telephones.
- Ability to transport, position, move, and safely handle equipment or materials up to 50 pounds (i.e. bicycles).
- Capability to discern, perceive, and identify hazards and provide directions in dynamic environments.
- The role requires comfort with riding a bike while managing groups of students during program activities.
- This role involves the motor skills required to do basic bike adjustments (i.e. adjusting quick releases) and perform basic bike maintenance (i.e. adding air to bike tires). Additionally, the position requires the ability to walk, stand, bend, twist, run, and ride to complete demonstrations and support students during pedestrian and bike drills.



## **Exposures**

- Exposed to various environmental factors such as weather conditions (e.g., sun exposure, rain, wind), temperature variations (e.g., hot summers, cold winters), moderate to loud noise levels (e.g., traffic, outdoor events), and various lighting conditions (e.g., daylight, night-time events).
- Exposure to various physical conditions, including navigating uneven terrain and surfaces, managing traffic hazards and safety precautions, physical exertion required for biking and lifting equipment, and engaging with diverse community environments.

## **Travel Requirements**

- Must have a reliable means of transportation.

## **Commitment to Inclusivity, Equity, and Accessibility:**

At Commute Options, we are dedicated to fostering an inclusive and equitable workplace where every voice is heard and every contribution matters. We encourage applications from candidates of all backgrounds and identities. Our workplace culture prioritizes safety, inclusivity, and belonging, particularly for marginalized professionals.

## **Differential Pay**

We value the diverse skills our employees bring to the table, and we recognize the importance of multilingual abilities in our organization. To encourage and reward the talent of our multilingual team members, we offer differential pay for employees who speak more than one language. This additional compensation is designed to recognize the extra value multilingual individuals bring to our work environment, whether in customer service, internal communications, or other areas where cross-lingual skills enhance our efficiency and outreach.

- **Eligibility:** Employees who are proficient in more than one language and use these skills regularly as part of their job responsibilities will be eligible for the multilingual pay differential.
- **Rate of Pay:** The multilingual differential pay will be determined based on the level of language proficiency, frequency of language use, and the specific job duties that require multilingual communication.
- **Languages Covered:** A range of languages will be considered, with particular emphasis on those most relevant to the regions we serve or our internal operations.

## **Reasonable Accommodations:**

We are committed to providing reasonable accommodations to ensure that all employees, including those with disabilities, can perform the essential functions of their job. If you require any accommodations during the application or employment process, please contact [info@commuteoptions.org](mailto:info@commuteoptions.org) to discuss how we can support your needs.



**Universal Design and Accessibility:**

We embrace universal design principles to ensure our recruitment and hiring processes are accessible to all individuals. As part of our commitment, candidates invited to interview will receive a copy of the interview questions in advance to promote equitable preparation and participation. This practice ensures that all candidates have the opportunity to demonstrate their qualifications fully.

**EEOC Statement:**

Commute Options is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, age, protected veteran status, or any other characteristic protected by law.

**Join Us:**

Join us at Commute Options, where together, we make a difference. We believe that a supportive and equitable environment not only enhances individual well-being but also drives organizational success.

Employment is contingent upon verification of eligibility to work in the United States as required by federal law.

*The above statements describe the general nature and level of the work performed by people assigned to this role. This is not an exhaustive list of all duties and responsibilities associated with the position. Commute Options reserves the right to amend and change responsibilities to meet business and organizational needs.*

*My signature below indicates that I have reviewed this job description and have received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date