

Job Opening Announcement & Job Description



Statewide ESD/AESD Bicycle Education Project Manager

Supervisor: Executive Director of Technology	Division: Educational Services Location/Assignment: NCESD Region and Statewide with the AESD Network
Salary Range: \$93,899.00 - \$111,617.00 (level 1) \$99,282.00 - \$118,016.00 (level 2) <i>Salary based on 191-day position, Salary range dependent upon experience and expertise.</i> Benefits: <u>Insurance benefits</u> - Through the HCA SEBB program, includes medical, dental, vision, life, & LTD (if hired for more than 79 days) <u>Retirement</u> - Through the Department of Retirement (DRS) <u>Sick leave</u> - accrued at 8 hours per month <u>Personal leave</u> - 2 days per year Additional Benefit Information	Conditions of work: <ul style="list-style-type: none"> • 191 days per year • 8 hours per day • Exempt position • Remote work option

General Description:

This position is a rare opportunity to join an exciting statewide team that is leading an innovative and equity-centered school-based active transportation program across the state, on behalf of the statewide Association of Educational Service Districts (AESD) (Network of our state's nine Educational Service Districts (ESDs), North Central Educational Service District (NCESD), is seeking a Project Manager for the Statewide School-Based Bicycle Education Program. This program is administered by the Cascade Bicycle Club (CBC) on behalf of the Washington State Department of Transportation (WSDOT) with funding from the Climate Commitment Act (CCA) with intent to reduce transportation-related carbon emissions and expand active transportation access to youth. The program's goal seeks to develop the knowledge and skills of participating youth to become confident cyclists for transportation. CBC is partnering with ESDs to serve small, rural school districts across the state for elementary and middle school youth in grades 3-8.

The Project Manager will serve as a strategic leader who is responsible for statewide coordination, partner collaboration, and implementation oversight of ESDs implementing the "In-Class" program. Working closely with CBC Statewide Program staff and the 9 ESDs, this position will ensure consistent, high-quality program delivery within implementing schools in small districts across the state. This position is the primary point of contact and will liaison with CBC, AESD leadership, and participating ESDs and play a critical role in aligning local implementation with CBC's program goals, expansion timelines, and requirements. This position combines operational excellence with a commitment to sustainable, active transportation and education equity.

The Project Manager will manage the day-to-day coordinated operations of participating Regional ESD Bicycle Education Administrative Coordinators to facilitate program implementation alignment, fidelity, and quality program delivery. The Project Manager will be a strategic systems leader who will work closely with CBC to support each ESDs long-term program strategy to strengthen foundations for implementation fidelity, change management, and equitable program scalability. This includes being responsible for leading the strategic expansion of the program into schools in small districts throughout all 9 ESDs to achieve CBC's expansion goals.

The Project Manager will foster community and continuous learning and improvement by leading support to onboarding regional program staff; managing and supporting learning opportunities for program staff; collaborating with CBC Statewide Program staff for compliance guidance and best practices; facilitating program updates with ESD partners; sharing key partner and participant feedback with CBC to identify opportunities for improvement; and sharing program outcomes with internal and external partners to drive program excellence and growth.

Qualifications:**Required:**

- Bachelor's Degree or equivalent work history in project management.
- One-year of recent project management experience with a strong understanding of workflow processes.
- Knowledge of youth development, adult learners, group development strategies, and successful program structures.
- Expertise in MS Office suite, specifically Excel, Word, and PowerPoint
- Ability to use, manage, and configure software tools related to managing a bicycle education program (fleet maintenance software such as Asset Tiger, task management such as Monday.com, project management platforms, etc).
- Proven ability to be highly organized, detail-oriented, and accountable.
- Ability to develop and maintain positive relationships, foster trust with colleagues, and collaborate.
- Proven strong verbal and written communication skills
- Demonstrated strong organizational and interpersonal skills, plus navigates multiple relationships with differing partners.
- Facilitating/Presenting skills and experiences.
- Ability and desire to work with and learn from a tight cohort of educational colleagues.
- Demonstrated experience to be flexible in a fast-paced environment.
- Valid WA Driver's License or ability to obtain one within 30 days, and a willingness to learn to operate cargo vehicles with towing trailers.

Preferred:

- Recent experience teaching and/or facilitating physical education programs, including bicycle education.
- Preferred bike maintenance skills.
- Previous experience towing a trailer and/or driving large delivery trucks.

Timeline:

Position opens: June 5, 2025

Position closes: until filled with

First screen after 12 pm on June 19, 2025

Screening & Interviews as soon as possible

Position begins as soon as possible

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:**Program Evaluation, Reporting & Data**

- Build and manage systems of support for ESDs to complete and submit quarterly narrative and financial reports accurately and on-time to ensure compliance with CBC's contractual agreement and deliverables. Includes monitoring reporting requirements such as program outputs (i.e., # of schools and students served, # of PE teachers trained, # of BEP bikes distributed, etc.) and quarterly budget expenditures.
- Build and manage systems in collaboration with participating ESDs, Bicycle Education Regional Administrative Coordinators, and ESD fiscal staff to develop, track, and monitor program budgets aligned with CBC awarded program budgets, approved ESD personnel models, fleet operations, and scope of work program deliverables and goals.
- Monitor program expenditures and manage overall funding distribution in coordination with ESDs and CBC to ensure fiscal health. Ensure fiscal practices and documentation meet ESD and CBC compliance standards for audits and performance reviews.
- In collaboration with CBC, lead efforts to strategically evaluate program by administering CBC's evaluation plan to support continuous learning and improvement, data-driven decision making, and ESD expansion readiness.
- Oversee compliance with CBC's program evaluation deliverables by coordinating with ESDs to collect, validate, and share program data (i.e., schools served, students served, post-program surveys, student exit ticks, relevant equity criteria, fidelity checks, etc.) with CBC and other relevant stakeholders.

Strategic Leadership & Program Implementation Support

- Serve as the primary statewide liaison across all 9 ESDs, the AESD Network, CBC, and other relevant partners.

- Maintain and facilitate the annual Statewide AESD Project Charter that defines the major goals, overall schedule, scope of work, and delineates roles and responsibilities of the AESD, participating ESDs, and CBC as implementation partners.
- Facilitate efforts to strategically scale the program across all 9 ESD regions. Includes collaboration with CBC to build systems that promote regional program quality control to balance expansion with program fidelity, safety, and equity.
- Develop and maintain systems to support ESDs with quality program implementation and equity-informed decision-making in collaboration with CBC. Examples include but not limited to: ensuring adequate PE teacher classroom support through volunteer recruitment, school tiering, and equipment management systems. Also includes resource distribution management, school selection priority, material and equipment inventory, responding to PE teacher program needs, etc.
- In collaboration with CBC, develop and administer systems for data-driven decision-making based on evaluation findings and reporting data by working with participating ESD Regional Coordinators. Includes but is not limited to implementation and fidelity check-ins, ESD learning feedback loops, change management plans, etc.
- Build and maintain systems to ensure all direct service delivery staff (i.e., Regional Coordinators, “trainers,” PE teachers, etc.) complete CBC’s professional development training prior to program implementation timeline.
- Provide day-to-day coordination and operational guidance to Regional Bicycle Education Coordinators at participating ESD to successfully manage contract deliverables, reporting requirements, and alignment with program outcomes.

Materials Management & Logistics Support

- Work with participating ESDs to develop maintenance systems for ESDs to safely and efficiently maintain program equipment (i.e., fleets of bicycles and trailers) internally or outsourced through service contracts and/or other community partnerships.
- Work with participating ESDs to develop systems to plan and manage trailer logistics, equipment delivery to districts and/or schools (including adaptive equipment), and school-level implementation systems. Includes oversight of the Master Schedule of all implementing schools during the program year.
- Work with ESDs and CBC to identify resource gaps (i.e., personnel, fleet logistics, last-mile delivery fulfillment, adaptive equipment, etc.) and propose sustainable and scalable solutions.
- Manage the assembly of bicycles and develop and implement distribution plans for ESD fleets in coordination with CBC Procurement & Distribution team as agreed upon between CBC and ESDs.
- Manage bicycle and equipment repair and storage spaces and distribution hubs, including: maintenance of any necessary leaseholds, repair equipment/tools, storage investments, and security as agreed upon between CBC and ESDs.

Communication, Collaboration & Growth

- Build and maintain systems that facilitate and track ongoing communication across the ESDs, AESD, and CBC with regional and statewide program partners and constituents.
- Act as a program representative on behalf of the AESD Network to promote the program through strategic networking, storytelling, and other public engagement opportunities.
- Explore opportunities for program growth across the AESD Network through sustainable partnerships and contracts aligned with CBC goals and deliverables.
- Participate in and help lead partner learning communities, onboarding new staff, and advancing equity-centered professional growth among participating ESDs.
- Collaborate with CBC Statewide Program staff across program goals and objectives to promote continuous learning and improvement based on evaluation outcomes, reporting data, and feedback loops from program participants (i.e., district and school staff administrators, PE teachers, students, families, etc.) and relevant stakeholders.
- In collaboration with ESD Regional Coordinators, provide input to and support the implementation of CBC’s Bikes and Equipment to Participants initiative (BEP).

Physical Demands

- Statewide travel required, including some overnight travel.
- Extended or flexible hours as necessary, some weekend/evening work may be required.
- Ability to lift 50 lbs. in the form of moving bicycles to/from storage or on/off trucks and trailers.
- Ability and willingness to work outdoors occasionally during all seasons.
- The workload for this position requires a mix of in-office/home/field-based work.

Application Procedure:

North Central ESD is accepting applications for this position online only. To access our online application, please click the link below.

All completed packets must be submitted online and include:

- Updated Resume
- Cover Letter
- Three Professional References
- Sexual Misconduct Form

[Click here to apply](#)