Highway Safety Network – District 5-0 Community Traffic Safety Project

Job Title: Community Traffic Safety Project Coordinator

Job Description: Create and implement strategies designed to educate and promote traffic safety with a goal of reducing vehicle crashes, injuries, and fatalities in the counties of Carbon, Lehigh, Monroe, and Schuylkill.

About Us: The Highway Safety Network is a non-profit organization dedicated to making Pennsylvania roadways safer for all users. It is truly a unique organization that bridges the gap between public funding and community service.

We offer a competitive salary, flexible scheduling, potential to work remotely, generous paid time off, 401K retirement plan, and health benefits.

About the Role: You will utilize best practices and develop new outreach strategies to promote traffic safety initiatives, focusing on specific safety focus areas, in your assigned communities. Among the responsibilities of the role are:

- Program Development: You will research and develop educational programs to present to varying audiences that address emerging crash trends identified through supplied data.
- Technology and Innovation: You will use your creativity and forward thinking to utilize current technology, software, and apps to reach the largest audience.
- Media: You will use both traditional and social media to deliver your message.

About You: The ideal candidate will have the following required skills and experience:

- Associates degree or equivalent work experience
- Self-motivated - able to work with minimal supervision
- Experience creating and presenting programs
- Social media enthusiast (Facebook, Instagram, Twitter, TikTok, YouTube, etc.)
- Technically savvy with strong computer skills; including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Publisher)
- Excellent written, verbal, and interpersonal communication skills; including strong grammar, punctuation, and spelling
- Positive attitude, good judgement, and the ability to muti-task
- Willingness to travel as necessary

The following skills and qualifications, though not required, are highly preferred:

- Bachelor's degree or higher
- Bilingual, fluent English/Spanish written and verbal a plus
- Basic understanding of Adobe Suite or comparable software
- Basic understanding of photography, videography, and photo/video editing.