

Education Coordinator – Hawai‘i Bicycling League

Position Summary

The Education Coordinator supports the Hawai‘i Bicycling League’s (HBL) education programs by coordinating the day-to-day implementation of grant-funded education initiatives. Working closely with the Director of Education, this role helps ensure that programs funded through City and State partnerships are delivered efficiently, safely, and with high quality.

This position plays a key role in program logistics, scheduling, data tracking, and partner coordination across a range of education offerings, including youth, adult, and community-based programming. The ideal candidate is highly organized, detail-oriented, and passionate about improving safety and accessibility for people walking and bicycling across Hawai‘i.

Key Responsibilities

Program Coordination & Implementation

- Coordinate scheduling and logistics for education programs funded through City and State grants
- Serve as a primary point of contact for schools, community organizations, and partner agencies
- Support the delivery of classes and workshops, including occasional on-site assistance
- Assist in maintaining and updating curricula and educational materials
- Ensure programs are delivered consistently and in alignment with grant scopes and HBL standards

Instructor & Volunteer Support

- Coordinate scheduling for instructors, contractors, and volunteers
- Assist with onboarding, communication, and ongoing support of education staff
- Help ensure instructors are prepared with materials, equipment, and program expectations

Data Tracking & Grant Support

- Track participation data, program metrics, and outcomes across multiple grant-funded programs
- Assist with compiling monthly, quarterly, and annual grant reports
- Support compliance with grant deliverables, timelines, and documentation requirements

Outreach & Communications

- Assist with outreach to schools, community organizations, and public agencies to schedule programs
- Support marketing of classes through email, social media, and community networks
- Help manage program registration and participant communications

Equipment & Logistics

- Assist with the inventory, maintenance, transport, and storage of bicycles, helmets, and program supplies
- Ensure equipment is safe, organized, and ready for program use
- Support logistics planning for workshops, trainings, and outreach events

Organizational Support

- Collaborate with HBL staff to integrate education into advocacy and events
 - Represent HBL at community meetings and outreach events as needed
 - Contribute to a collaborative, mission-driven team environment
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Qualifications

Required

- Strong organizational and coordination skills, with the ability to manage multiple programs and timelines
- Excellent written and verbal communication skills
- Experience with program coordination, education programs, or community outreach
- Ability to work collaboratively in a small, fast-paced nonprofit environment
- Proficiency in Google Workspace and/or Microsoft Office
- Valid driver's license and ability to transport program equipment
- Willingness to work flexible hours, including occasional evenings and weekends
- Ability to lift and move equipment (up to ~40–50 lbs)

Preferred

- Experience supporting grant-funded programs and reporting requirements
 - Experience with youth, adult, or community education programs
 - League Cycling Instructor (LCI) certification (or willingness to obtain, supported by HBL)
 - Basic bicycle maintenance skills
 - Familiarity with O'ahu communities and transportation safety issues
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Compensation & Details

- **Position Type:** Temporary / Grant-Funded (through September 30, 2026, with potential for extension)
 - **Reports to:** Director of Education
 - **Location:** O'ahu (field-based with some office/remote work)
 - **Compensation:** Salary commensurate with experience, with benefits
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How to Apply

The Hawai'i Bicycling League is seeking a motivated and organized Education Coordinator to support our growing education programs funded through City and State partnerships. This is an opportunity to play a hands-on role in delivering impactful safety education across communities on O'ahu. If you are passionate about safer streets, enjoy working in the community, and thrive in a dynamic, mission-driven environment, we encourage you to apply.

To apply, please submit the following via email to travis@hbl.org:

- Resume
- Brief cover letter describing your interest and relevant experience