

## **BikeTexas**

Austin, TX | Part-Time | Remote flexibility

**Project Title:** Conference Planning and Analysis Fellowship

**Project Duration:** 12 Weeks

**Organization Description:** [BikeTexas](#) is committed to making active transportation options and facilities safer and more available to people everywhere in Texas. In addition to the direct health benefits of biking and walking, better active transportation infrastructure encourages greater use of bicycles and walking for short trips, and for commuting. These changes in modes of transportation benefit the environment.

**Project Overview:** In support of these goals, BikeTexas produces the biennial Texas Trails and Active Transportation (TTAT) conference, and will hold another TTAT conference in 2024. The Conference Communications and Analysis Fellow at BikeTexas will support BikeTexas staff leading up to, during, and after the TTAT conference in February, 2024. The Fellow will be responsible for assisting with final elements of conference planning, including conference promotion, outreach for attendees, speaker communications, and coordination with venues/vendors. During the conference, the Fellow will be encouraged to attend, and have the opportunity to participate in desired workshops while also performing duties for BikeTexas. After the conference, the Fellow will have the opportunity to take part in follow-up and evaluation committee meetings, develop stewardship strategies and communication plans for attendees and speakers, and conduct a formal analysis on the outcome of the conference, including recommendations for future events.

### **Project Deliverables:**

- Communication plan outlining the month leading up to conference
- Conference analysis and recommendations
- Formal presentation on the planning, execution, and evaluation of the conference

### **Skills Needed:**

- Pursuing a career in urban planning, alternative transportation, active transportation, transportation planning, engineering, and/or communications/marketing
- Experience conducting analysis and research evaluation
- Experience developing communications plans

**Fellow Benefits:** On top of the networking and learning and development opportunities provided by EarthShare Texas, the BikeTexas Communications Fellow can expect to

- Gain insight into active transportation and how it can improve peoples' lives in Texas
- Interact and network with people who are involved in active transportation decision-making, planning and implementation
- Gain communication planning experience
- Learn more about what goes into crafting a successful conference session or workshop