

JUMP

Planning Assistant
San Francisco, CA
OR
Brooklyn, New York

About JUMP

[JUMP](#) (a Social Bicycles project) is building the future of urban mobility: shared electric bikes that are the quickest, most enjoyable, and most empowering way to get around a city. Cheaper than most public transit and faster than cars in traffic, JUMP e-bikes are game-changers for local transportation. JUMP currently has systems in the San Francisco Bay Area and Washington DC, and we have plans to expand to at least five major US cities in the next year. Our goal is to transform cities, making them more sustainable, equitable, and livable through electric mobility.

To make this vision a reality, we need to grow our team. We place tremendous value on our company's roots and culture: a mix of ingenuity, controlled chaos, hard work, and sense of purpose. This is a great opportunity to join a rapidly growing team shaping the future of transportation.

About the Role

We are currently seeking a Planning Assistant to help manage and grow our electric bike share fleets across the country. JUMP seeks professionals who are passionate about making cities a better place to live and bike and can help us continually improve our program's efficiency. As a Planning Assistant you will coordinate and be responsible for on the ground field work related to siting bike share station locations, assist with creating site drawings, station wayfinding maps, and coordinating with other planning staff. You will be working closely with JUMP planning and implementation teams in a fast-paced environment.

Responsibilities

Assist in pre-launch activities, including:

- Conducting field visits, measuring and gathering existing field conditions related to the installation of JUMP e-bike charging stations
- Assisting with drafting site location drawings in AutoCAD
- Assisting and Creating way-finding maps for new JUMP systems across North America
- Managing station site data in ArcGIS Online to maintain an accurate database
- Working with and coordinating with local municipal agencies to obtain installation permits
- Must be willing to travel

Experience and Skills

- Experience: 1+ years of relevant work experience
- Education: Undergraduate degree in urban planning, urban design, architecture, industrial design, electrical engineering, civil engineering, or related field. Advanced degree a plus.
- Communication: Able to communicate and listen effectively with a variety of stakeholders; great written and verbal skills, including public speaking and producing content for public engagement
- Required: Proficient experience in AutoCAD, ArcGIS, Adobe Illustrator, InDesign, MS Word, MS Excel, Google Docs
- Preferred: Familiar with MapBox and/or other open source mapping tools, basic electrical engineering knowledge
- Passion: Passionate about the overall goals of bike share and sustainable transportation

Job Type: *full-time or part-time available*

Compensation: *Commensurate with experience*

Please submit your resume, cover letter, and portfolio/work samples to jobs@jumpmobility.com

Equal Opportunity Employer

It is the policy of Social Bicycles (SoBi) to provide employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. SoBi strongly encourages diverse candidates to apply.