



The Motorcycle Safety Foundation Announces an Opening for Program Manager, New York State Motorcycle Safety Program

Contingent upon execution of a contract with the New York Department of Motor Vehicles the Motorcycle Safety Foundation we will begin administration of the New York State Motorcycle Safety Program (NYSMSP). At that time the Motorcycle Safety Foundation will need qualified individuals to fill key positions in the New York State Motorcycle Safety Program.

The NYSMSP Program Manager will be responsible for supervising and managing the New York State Motorcycle Safety Program based near Albany, NY. Responsibilities include maintaining relationships with New York Department of Motor Vehicles, training sponsors, site managers, RiderCoaches, dealers and vendors, and other organizations. The position is responsible for providing technical expertise for trainers, organizing and conducting training courses and monitoring the certification of all New York RiderCoaches. The NYSMSP Program Manager will oversee the overall state program including quality assurance activities, budget expenses, inventory, trainers, training, training sites, and licensing procedures as well as assist managing relationships with training sponsors and assist sponsors in acquiring loan motorcycles.

The association is seeking an individual with a four-year degree in education, traffic safety, business or related field or an equivalent combination of education and experience. Candidates must be an experienced motorcyclist with a motorcycle endorsement and must be, or willing to become, a Motorcycle Safety Foundation Certified RiderCoach. Candidates must have a strong proficiency with a PC and related software (MS Office, Word, Outlook, Access and/Excel), good written/grammar and verbal communication skills, strong leadership, problem-solving and people skills. Candidates also must have good organizational skills with the ability to multi-task and ability to make decisions based on personal judgment.

Candidates must be able to operate and ride a motorcycle, work outdoors (at times in remote locations) and be able to travel. The Foundation offers a competitive salary, an industry leading paid benefits program, which includes medical, dental, vision, life, disability and 401(k) and a business casual work environment.

Note: Position availability is contingent upon execution of a contract between MSF and the New York Department of Motor Vehicles.

Please e-mail your resume with salary history and salary requirement to Recruiting@msf-usa.org. **Resumes without salary history and a salary requirement will not be considered.**