



Bike to the Future Office Administrator / Bicycle Valet Winnipeg Project Coordinator

Employment opportunity

Summary

This describes the duties of the Bike to the Future (BttF) Office Administrator / Bicycle Valet Winnipeg (BVW) Project Coordinator.

Terms and conditions

Term: 12 months

Hours: part time, variable

Job Summary

The Office Administrator / BVW Coordinator will provide administrative support to the BttF board and will communicate with the public on behalf of BttF. This person will also be primary leader and executive director of BVW.

This is a results-based contract. Work will be variable throughout the term. We expect that there will be periods where no work is required. There will be other times where considerable work will be required in a short timeframe. The contract is based on an estimate of an average of 10 hours per week for 50 weeks. The salary is \$5,000 plus performance-based bonuses.

The Office Administrator / BVW Coordinator will report to and receive direction from the BttF Board. Initially, the person will work from their home.

Job Duties and Responsibilities

BttF office administration duties

- Enter data from membership forms into the membership database within 48 hours of receipt
- Answer or confirm receipt and then redirect e-mail and telephone inquires from the public within 24 hours of receipt
- Distribute BttF information material within 24 hours of receipt of request
- Perform basic bookkeeping financial management

Bicycle Valet Winnipeg duties

- Create a sponsorship package and solicit donations from previous and new sponsors
- Develop and deliver a promotional campaign to recruit sponsors, clients, volunteers, and users of the service

- Manage finances of BVW including receipt of donations and event fees, as well as volunteer reimbursement and payment of other costs
- Communicate with media and develop partnerships with related community organizations
- Recruit and manage volunteers to run the valet service at events
- Ensure Bicycle Valet Winnipeg equipment, banners, and promotional material is properly stored between events and maintained in good working order
- Organize and deliver community awareness workshops and projects
- Prepare a report at the end of the season (Due end of 1st week of November)
- Prepare a business plan for the following year (Due end of 1st week of December)
- Perform other coordination duties as needed

Job qualifications

Must have

The successful candidate must possess the following:

- Self-starter motivation
- An ability to work independently and organize personal workload
- Excellent oral & written communication skills
- Experience recruiting and managing volunteers
- Proficiency with computers, basic software packages (Word, Excel), and e-mail
- A passion for cycling

Nice-to-have

The following attributes would be assets:

- Previous experience in the non-profit sector
- Previous experience managing a business
- Previous experience in front of the media

Bike to the Future

Bike to the Future is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round.

We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.

Bike to the Future was incorporated as a non-profit organization in February 2007.