



# LOCAL MOTION

## Logistics Coordinator

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### POSITION OVERVIEW

The Coordinator will support our outreach programs, with special attention to our Bike Smart program, by coordinating multiple facets of our programs' materials, supplies, and equipment, including inventory management and replenishment, shipment of materials to program partners, and other general support tasks.

### RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Coordinate with Bike Smart instructors and drivers to ensure punctual delivery of necessary equipment, including adaptive bikes
- Oversee the maintenance and deployment of Local Motion's Bike Smart trailers, bikes and equipment, and act as back-up for trailer drivers if needed
- Order supplies for outreach programs as needed and track inventory
- Fulfill outreach materials orders from partner organizations, accurately recording distribution of such materials.
- Organize and maintain off-site storage locations (including storage units and trailers); act as main liaison for equipment and inventory.
- Coordinate routine maintenance of Local Motion's trailers and vans.
- Coordinate routine maintenance needs of bicycle rest areas in Grand Isle and Chittenden Counties.
- Coordinate staff's use of shared equipment, such as vans, tabling & outreach equipment, LCD projectors, and maintain a "grab and go" supply of all regularly used materials for office staff
- Carry out other support tasks for our programs as needed.

### QUALIFICATIONS

- Excellent demonstrated communication and organizational skills
- Detail-oriented, with strong commitment to "crossing t's and dotting i's"
- Basic computer skills, including familiarity with Google Suite (especially Google Calendar) and Microsoft Office
- Friendly, enthusiastic, helpful demeanor, with a "make things happen" attitude
- Ability to take initiative, work independently, and be a self-starter
- Ability to work as a collaborative member of the Local Motion team
- Ability to lift 50 pounds and move bicycles
- Experience driving 15 passenger vans or similar large vehicles
- Basic bike mechanic skills; more advanced skills a plus

## **COMPENSATION**

This is a year-round, non-exempt hourly position, with an average of 20 hours per week, days and hours to be determined. Starting wage range is \$17-\$19 per hour commensurate with experience, plus paid time off and retirement plan upon qualification.

## **REPORTING**

This position reports to the Education and Safety Manager.

## **TO APPLY**

Send your resume and cover letter to [jobs@localmotion.org](mailto:jobs@localmotion.org). Position open until filled.

### ***About Local Motion***

*Local Motion is Vermont's statewide advocate for active transportation, vibrant communities, and safe streets. Based in Burlington, Vermont, we work at the local and state levels to support better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with government to improve on-road safety, and inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities. We operate the Trailside Center Bike Rentals at the Burlington waterfront and the Island Line Bike Ferry connecting the Burlington area to the Champlain Islands.*

*We have a very active, but relaxed office, full of staff and volunteers who love what we do. We are a matrixed organization and value all staff members' opinions and ideas, meaning there is ample opportunity to work across teams and programs on a variety of initiatives, and to grow in the position. Join Local Motion and help us make biking and walking a way of life across Vermont!*

### ***About Bike Smart***

*Local Motion's Bike Smart program is a complete bike skill education program for children ages 5 and up. Bike Smart is based on a game-rich bike skills curriculum developed by Local Motion and the Center for Health and Learning and is made possible by a fleet of four 20' trailers, each equipped 40+ bikes and everything an instructor needs to teach children how to be confident competent bicycle riders.*

*Local Motion is an equal opportunity employer*