



## **SBBIKE Program Coordinator**

### **About the organization:**

**The mission of the Santa Barbara Bicycle Coalition (SBBIKE), a countywide organization is to promote bicycling for safe transportation and recreation**

Santa Barbara Bicycle Coalition has offices in Santa Barbara and Santa Maria and has programs around the entire County.

- Bici Centros Bike Education Centers(DIY Bike repair) located in SB, Santa Maria and at City College
- Our Education program working in schools and community centers throughout the county
- Advocacy around the County is developing safe cycling infrastructure for commuting and recreation.
- Outreach and engagement with community members through communication systems and events, targeting opportunities for education and advocacy and access to Bici Centros.

### **About the position:**

The role of the SBBIKE program coordinator will vary based on season and operational needs of the organization. Responsibilities will include day to day administrative support, supporting events, helping manage members and contacts in SBBIKE's database, as well as representing SBBIKE in person and in writing. Responsibilities will include off-site events and activities that often fall during weekends, evenings, and occasionally very early mornings.

Rate of pay is \$15-\$20/ hour, depending on experience. Job can be structured at half or full time, depending on candidate needs and skill sets. Position will report to Executive Director on a short term basis as supervising position is currently unfilled.

### **Example of duties:**

- Representing SBBIKE at a public event and recruiting new volunteers, participants, and members
- Supporting volunteers or staff at a special event through event plan coordination

- Ordering and tracking inventory key supplies (for bikes/organization/events) and printed materials
- Helping oversee event and program participant input and follow up through our database
- Supporting projects with multiple contributors and organizing duties on workflow software
- Reviewing all documents prior to re-printing, ordering paperwork from printer, following up through pick up.
- Coordinate facility and equipment repairs and maintenance per service provider
- Answer phone, screen callers and direct messages or phone calls to appropriate staff.
- Other duties as assigned by supervisor

### **Qualifications**

- Partnership building and collaboration experience with diverse stakeholders
- Excellent written, verbal and public speaking skills
- Self-motivated and ability to take initiative
- Enthusiastic about bicycling as a form of transportation and recreation
- Volunteer coordination and motivation experience
- Ability to manage a multitude of projects simultaneously
- Detail oriented
- Availability to attend day and evening meetings, occasional weekend events
- Proficiency in MS Office, Customer Relationship Management CRM software, workflow software
- Ability to make basic website content changes
- Knowledge of and proficiency in the use of social media formats
- Ability to work independently and as a team
- "Can-do" attitude
- Spanish language skills a plus

If you are interested in this position, please send your resume to Ed France, Executive Director at [Ed@sbbike.org](mailto:Ed@sbbike.org)

This is an open position to be filled as soon as possible. Please submit your application as soon as possible for earliest consideration.