



Do you believe bicycles can help change our communities?

Does your leadership bring smiles to your peers?

If so, SBBIKE wants to meet you.

Everyday SBBIKE is inspiring young riders by teaching bike education in school, by empowering members of the community to repair their own bicycles, and by turning heads of elected officials thereby paving the way for safer infrastructure. And we have a darn good time doing it.

SBBIKE has the wind at our back: we recently purchased our building; greatly expanded our membership; and started two additional satellite Bici Centro DIY Bicycle Repair Centers. Our team is at the core of our success and we now need an Operations Manager to lead us through the next chapter.

As the Operations Manager, you'll be constantly moving: reaching out to community and members; providing leadership and support to staff and volunteers; and providing input to our policy work. The problems to solve and the amount of work to be done will be challenging at times, but the rewards are real.

ORGANIZATION: Santa Barbara Bicycle Coalition

TITLE: Operations Manager

JOB TYPE: Payroll; Salary

PAY RATE: DOE , 401k matching

WHAT WE ARE:

The Santa Barbara Bicycle Coalition (SBBIKE) is a medium sized and growing non-profit with operations throughout our county. SBBiKE works to make bicycling safe and accessible to everyone in Santa Barbara County. We work through community services and coalition building. SBBIKE and Bici Centro are culturally inclusive and bilingual in our work.

#### POSITION SUMMARY

SBBIKE Operations Manager will report to the organization's Executive Director and will provide support and direction to SBBIKE staff and committees. They will focus on internal operations, programs, staff and contractors. The Operations Manager will be a thoughtful communicator, team leader and manager. This is an excellent opportunity for an experienced 'hands-on' nonprofit leader.

Areas of responsibility may include:

- Representing SBBIKE throughout the County as a speaker, liaison, and stakeholder
- Providing administrative coordination and organizational support for programs, staff and volunteers
- Supporting the recruitment, training, and retention of staff and volunteers.

#### QUALIFICATIONS

- Experience in Day to Day non-profit operations, including the development of policies and procedures matched to an organization's 'culture' and needs
- Knowledge and experience with best practices in Human Resources
- Experience in Project Management, Team Management, Direction and delegation.
- Ability to multi-task and maintain project focus
- Strong interpersonal and communication skills
- Written and electronic communication skills, such as nationbuilder, asana or similar web-based communication apps.
- Knowledge of our county's bicycling community and safe bicycle riding practices
- History of comfortable and confident leadership while sharing tasks with others
- Program Coordination and Development Skills
- Ability to work some evenings and weekends, as well as some early mornings (not back to back ;)

#### TO RESPOND

Tell us about your background in transportation and/or community building.

Tell us about your experience in the areas noted under "Qualifications".

Tell us about your bike and where you like to ride.

Tell us about your people skills and a success you had in a challenging situation.

Tell us about the diversity of people with whom you have worked.

Please email a resume and cover letter to [ed@sbbike.org](mailto:ed@sbbike.org)