



# EDMONTON BICYCLE COMMUTERS' SOCIETY

<http://www.edmontonbikes.ca/>

## Mailing Address

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## Physical Address (BikeWorks)

10047 80 Ave (alley entrance)  
Edmonton AB T6E 1T4

780-433-2453 (433-BIKE)

## Job Posting: Outreach Coordinator

Posted: March 16, 2010

### About the Edmonton Bicycle Commuters' Society (EBC)

The Edmonton Bicycle Commuters' Society (EBC) is a registered non-profit society that has been a leader in the Edmonton environmental and cycling community since 1980. Our goal is to support the bicycle as a healthy and ecologically-sound mode of everyday urban travel, by providing bicycle services and resources.

### Position overview

The Outreach Coordinator is responsible for developing programs to improve our services and strengthen our programs as they relate to communities and needs not currently well-served. The position aims to further EBC's goal of encouraging and facilitating bicycle use in Edmonton and promoting and strengthening our organization.

### Responsibilities

The Outreach Coordinator's duties will include elements of the following:

- Expand the diversity of cyclists serviced by EBC and represented in Edmonton
- Manage and promote our bi-weekly Women/Transgendered Persons shop days
- Recruit and train volunteers to help execute outreach programs
- Help organize training for all volunteers and staff on sensitivity issues
- Work with the Program Coordinator and Summer Programs Director to coordinate and execute new and existing annual cultural and community events throughout Edmonton, especially those related to diversity issues
- Network with community groups and local businesses to develop partnerships and programs, especially those dealing with issues related to new immigrants, low-income, disabled, or Aboriginal persons, as well as other groups
- Help make our community shop more accessible to the above groups, including examining and addressing language barriers
- Work with the Summer Programs Director to develop and organize courses
- Recruit and supervise volunteers to do inner-city outreach to marginalized communities
- Organize free community events at our community bike workshop (e.g. family movie nights) in cooperation with the Summer Programs Director
- Write grants for outreach-oriented projects
- General office administration

## **Qualifications/Education/Experience**

The ideal candidate:

- Is an avid utilitarian cyclist, familiar with the bicycling community in Edmonton
- Has experience with public outreach activities
- Has experience training and coordinating volunteers
- Has experience with project planning and management
- Has experience preparing Grant Applications for a non-profit organization
- Has strong organization skills
- Is comfortable working with sensitive situations
- Is familiar with diversity issues
- Has experience developing partnerships between organizations
- Is familiar with basic bicycle mechanics, with the aptitude to learn and teach new mechanical skills
- Has effective on-road cycling training
- Has experience with standard office applications

## **Supervision**

EBC is a volunteer-run organization. As such the Outreach Coordinator will be required to work independently, but will work closely with the Summer Programs Director and the Project Coordinator; the latter will have primary responsibility for supervision and support.

## **Working Conditions**

*This is a temporary position and is subject to receiving grant funding.*

- **\$15.00 /hour**
- **30 hours week**
- **16 weeks**

Hours of work are flexible and will depend on workload, deadlines and season. Daytime, evening and weekend work will be required.

This position is primarily located at our community bike workshop, BikeWorks (10047 80 Ave). Outreach, event and educational duties will require travel to other locations within the city.

Position start date: **May 3, 2010**

## **Application Process**

Please apply electronically with a cover letter, resume and three professional references to: [jobs@edmontonbikes.ca](mailto:jobs@edmontonbikes.ca) with "EBC Outreach Coordinator Application" in the subject line.

Deadline for applications is **April 12 at 5:00pm.**

*While EBC appreciates all applications, only candidates selected for interviews will be contacted.*