



EDMONTON BICYCLE COMMUTERS' SOCIETY

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

Mailing Address

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Job Posting: Project 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 Project Coordinator is responsible for developing, implementing, and overseeing the projects and operations of EBC. The position aims to further EBC's goal of encouraging and facilitating bicycle use in Edmonton and promoting and strengthening our organization.

Responsibilities

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

- Organize community events to promote and support cycling in Edmonton
- Work with Outreach Coordinator to liaise with the City of Edmonton, non-profit organizations, local businesses and other cycling organizations
- Act as a representative of EBC and handle external communications, including media, the public, and other organizations
- Coordinate and supervise other staff and volunteers
- Work with other EBC staff to coordinate participation in existing annual environmental, cultural and community events throughout Edmonton
- Work with other EBC staff to develop new partnerships and programs with other organizations
- Help develop internal, organization-level structure
- Advocate, through external relations and project management, for cycling and cyclists in Edmonton
- Write grants for additional support of EBC activities and staff positions
- 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, campaign development and advocacy

- 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 public speaking skill and written communication skills, and is comfortable working with the media
- Has experience with Government decision making, especially at the Municipal level
- Has the aptitude to learn mechanical skills
- Has experience with standard office applications

Reporting

The Project Coordinator is responsible to the EBC Board of Directors. The Project Coordinator will be required to provide an update report at monthly Board meetings.

Supervision

EBC is a volunteer-run organization. As such the Project Coordinator will be required to work independently; however will have access to a liaison from the Board of Directors who will have primary responsibility for supervision and support. In turn the Project Coordinator will be supervising the Outreach Coordinator and Summer Programs Director (SPD) positions, on behalf of the Board of Directors.

Working Conditions

- **\$16.66 /hour**
- **35 hours week**
- **Until August 31, 2010 ***

* Ideally this will become a permanent position with EBC, continuing past August. The continuation of this position, whether as full-time or part-time, is dependent upon securing additional funding.

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). Event and advocacy duties will require travel to other locations within the city.

Position start date: **Immediately**

Application Process

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

Deadline for applications is **April 6 at 5:00pm.**

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