

Bicycle Parking Coordinator Job Description

Job Summary

Title: Bicycle Parking Coordinator

Location: Winnipeg, Manitoba

Term: This is a part-time position averaging 10 hours per week over a 1-year term. Hours may increase in summer and decrease in winter to match seasonal demand. There is an opportunity to add additional hours over the summer months.

Application Deadline: 11:59 p.m. CDT on June 5, 2023

Reporting: This position reports directly to the Executive Director at Bike Winnipeg

Job Description and Terms for Posting

Bike Winnipeg is seeking a passionate individual for the position of Bicycle Parking Coordinator who will be responsible for the marketing and management of our bicycle valet service and other bicycle parking projects.

Bicycle Valet Winnipeg (“BVW”) is a project of Bike Winnipeg that provides valet parking for bicycles at events in and around Winnipeg, thereby promoting the mission and vision of Bike Winnipeg.

About Bike Winnipeg

We are an environmental, non-profit organization focused on getting more people to bike more often. Bike Winnipeg engages with citizens, community organizations, and governments to create a healthy, sustainable, and equitable city where year-round cycling is accessible to all. We work towards a Winnipeg that embraces everyday cycling through our outreach, education, and advocacy.

Term

This is a one year term position, with the potential to be extended indefinitely.

Mandatory Qualifications

From a combination of formal education and related experience, you must:

1. Have a valid Manitoba Drivers License.
2. Be available to work some evenings and weekends.

Duties & Responsibilities

- Marketing and booking bicycle valet services
- Managing website and social media to promote bicycle valet events
- Generation of quotes and invoices for event bookings
- Scheduling supervisors and volunteers for events
- Tracking supervisor and volunteer hours
- Training and recruiting supervisors and volunteers
- Working with the City of Winnipeg to identify locations for installation of bike racks
- Working with 3rd party contractors to purchase and install bike racks
- Managing inventory
- Tracking income and expenses
- Managing volunteer recruitment, training, retention, and reward program
- Preparing an annual budget of anticipated revenue and expenses
- Preparing an annual report of bicycle valet activities

Training will be provided. You are expected to provide your own cell phone. Maintaining a year-round bike is not required but is strongly encouraged.

Abilities & Attributes

- Results-focused with strong follow through
- Excellent time management and organizational skills
- Friendly and respectful with a positive work attitude
- Organized, self-disciplined, and reliable
- Creative and strategic thinking
- Self-initiating and thrives in an independent work environment
- Professional email, phone, web, and media etiquette
- Commitment to the cause

Application Deadline

June 2, 2023, 11:59pm Central Time
Interviews will be held via Zoom

Remuneration

\$20.00/hr

To apply

Applications will be accepted by **email only** until the deadline. If this opportunity interests you, please email your cover letter, resume, and references to **apply@bikewinnipeg.ca** with “Bike Parking Coordinator” in the subject heading. In your cover letter, please confirm that you meet all of the mandatory qualifications noted above.

We seek diversity in our workplace and strive to reflect the community we serve. Indigenous persons, women & gender-diverse people, visible minorities, and persons with a disability are encouraged to self-declare as a part of your application.

No phone calls please.