



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## **BNB Volunteer - Admin & Outreach Apprentice**

(Revised 03/24/2021)

### **Position Description**

The BNB Volunteer - Admin & Outreach Apprentice position provides general administrative support to Hub staff, engages the cycling and social justice community to grow our grassroots base of supporters, and recruits new and lapsed donors, volunteers, and participants.

Admin & Outreach Apprentices support our youth organizing and advocacy efforts to use the bicycle as a vehicle for social change.

Specific responsibilities may include, but are not limited to:

- Organize and maintain office spaces and supplies
- Provide technical support for BNB staff and volunteers, including the website
- Participate actively as a member of the Bicyclists Organizing for Community Action (BOCA) team, supporting BOCA youth apprentices in running Chain Reaction (mobile bike repair) and various community organizing campaigns
- Enter participant data into Excel, Salesforce, and Bloomerang
- Share the impact of our work including the story of Bike Match refurbishes and recipients, Bike School alum, Youth Apprentices, International Partners, etc.
- Set up a table at Bikes Not Bombs outreach events, bike drives, Container Loadings, etc. to promote our mission and programs like Bike School and Youth Pathways
- Be customer service oriented and personable as you represent the organization
- Recruit riders for Bike-A-Thon and attendees for the Building Momentum Breakfast
- Other duties as assigned

**Approximate Time Commitment:** 4 hrs/day as needed. Volunteers may work irregular hours as campaigns progress.

**Ideal Time Commitment:** 4 hrs per day

### **Volunteer Schedule**

- Seasonal or as needed, during shop hours:
  - Tuesday - Friday, 12pm - 7pm
  - Saturday, 11am - 5pm

### **Background and Qualifications:**

The ideal person for this role can convey a high degree of commitment and passion for the mission of Bikes Not Bombs; the ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision; excellent oral and written communication skills that are effective with a diverse range of audiences; Strong computer skills and ability to become proficient in relevant software.

- Strong set of personal and professional values; belief in our mission to use the bicycle as a vehicle for social change
- Experience working directly with youth 12+ and young adults
- Demonstrated competency as a role model and peer
- Decisive, good quality judgement and decision-making skills
- Takes initiative
- Experience with bicycle repair and maintenance
- Excellent interpersonal and communications skills, both written and verbal
- Demonstrated ability to work with staff and other volunteers effectively
- Self-motivated, resourceful, and creative
- Commitment to excellence a must

**Equity & Inclusion:**

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, **particularly youth, women, and Black, Indigenous, People of Color (BIPOC) in Boston and of communities in the Global South** so as to amplify that voice and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.

**Application Process:**

1. Please submit your interest on the [Volunteer Interest Form](#) to indicate your preferences and availability and receive an application
2. Submit an application form indicating the specific role/s you're interested in and qualifications you have.
3. (If available) Also submit your resume to Community Engagement & Events Officer, Gary Chin at [gary@bikesnotbombs.org](mailto:gary@bikesnotbombs.org). Please include your full name and "Volunteer Apprenticeship" in the subject line.
4. Set up a phone interview
5. Complete an orientation

**BNB's Mission & History:**

Bikes Not Bombs uses the bicycle as a vehicle for social change to achieve economic mobility for Black and other marginalized people in Boston and the Global South. Each year we collect roughly 5,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to economic development projects through our [International Partnerships](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in [Youth Pathways](#) where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail [Bike Shop & Training Center](#) also reconditions and sells some of the donated bikes that we receive, employing many graduates of our programs. The Shop's profit from the bicycle sales, parts sales, and repairs goes towards funding our youth and international work. BNB is 35 years-old and has an annual budget of \$1.3 million.