



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

Bike Donation & Operations Coordinator

Job Description

Position Description

Bikes Not Bombs (BNB) is seeking a full-time (40 hours weekly) Bike Donation & Operations Coordinator. The person filling this position will be a critical member of the Bike Shop team. The Bike Donation & Operations Coordinator co-leads our weekly Volunteer Night and seasonal container loadings. This position also plays a major role in facilitating the sorting, processing, and storing of all bicycles; inventory management for all bike (parts, apparel, and accessory) donations; and training and supporting youth and volunteers based at Bikes Not Bombs (BNB). The Bike Donation & Operations Coordinator reports to the Bike Shop & Training Center Director.

Specific responsibilities include, but are not limited to:

Bike Processing, and Inventory Management (50%)

- Coordinate the intake (seasonal collection drives and monthly pick ups), processing and storage of all parts, accessories, apparel, bike, and monetary donations - which include bike flattening, stripping, and sorting
- Collaborate with the Bike Shop team to manage the inventory of bikes for sale between the warehouse and the Hub
- Transport bikes to and from BNB sites in Jamaica Plain, Roxbury, Dorchester, and throughout Greater Boston
- Collaborate with Inventory & IT Manager to track all donations assigned by program in our inventory management system; generate reports for staff and ED as requested

Facilities (20%)

- General facilities maintenance for all BNB sites: manage storage, WiFi, repairs, HVAC system, utilities, dumpster, key copies, related bills, lighting, plumbing, etc.
- Maintain and store supplies for all events, manage loaning and borrowing with other organizations
- Oversee vehicle issues such as insurance, repairs, and maintenance
- Order office supplies
- Coordinate the removal of waste and unusable resources with partners
- Keep all benches, workspaces, and the recycling area clean
- Support bike shop sales and operations as needed

Bike Collections (10%)

- Pick up bikes at regional drop off locations once a month using the BNB box truck
- Facilitate 30 bike drives annually; Spring (April 1-May 31) and Fall (September 1 - October 30)

Community Engagement & Services (20%)

- Facilitate weekly Volunteer Night (drop-in) and Volunteer Apprentice (by appointment) programs
- Communicate with donors about the importance of the bikes they donate
- Serve as a BNB ambassador and effectively represent the organization in the community
- Facilitate 3 seasonal container shipments of about 500 bicycles each to send to partner overseas

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 will take initiative with minimal supervision; excellent oral and written communication skills that are effective with a diverse range of audiences; Strong



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computer skills and ability to become proficient in relevant software; has the ability to engage youth with no fear or bias, engaging their beliefs and abilities, their likes and dislikes.

Additional requirements include:

- Two years+ experience in communications work at a non-profit organization is preferred.
- Willing and able to work evenings and weekends - March through October.
- Valid driver's license and ability to drive a box truck
- Familiarity with bicycle products and culture
- Attention to detail.
- Exceptional organizational skills; verbal and written communication skills.
- Ability to work with staff, board, donors, and volunteers with a sense of humor and flexibility.
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills.
- Technologically savvy and experienced with CRM databases and donor management software.
- Familiarity with MacOS/Apple, Google Workspace and associated applications.
- Familiarity with project management software.
- Familiarity with Lightspeed POS
- Design experience with Adobe Suite software and/or Salesforce is a plus.
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred.

Racial Equity

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 Black and other marginalized people 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

Please provide a resume and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Applications should be emailed to jobs@bikesnotbombs.org and will be reviewed on a rolling basis. Please include "Bike Donation & Operations Coordinator" and your full name in the subject line. The compensation package for this position includes a salary of \$45,000-\$55,000. Additional benefits include: paid time off, health insurance, flexible work schedule, and a discount at our bike shop.

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 partners in support of 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. Staff and paid Youth Apprentices working in our retail [Bike Shop & Training Center](#) also recondition and sell some of the donated bikes that we receive. Profits from bicycle sales, parts sales, and repairs go towards funding our youth and international work. BNB is 38 years old and has an annual budget of \$2.5 million.