



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Community Engagement Coordinator

Job Description

### **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.

### **Position Description**

Bikes Not Bombs (BNB) is seeking a full-time (40 hours weekly) Community Engagement Coordinator. The person filling this position will be a critical member of the Community Engagement Team. This position plays a major role in increasing the organization's visibility and cultivates, stewards and expands the relationships between Bikes Not Bombs and its volunteers and donors at all levels. The person filling this position will focus primarily on facilitating various engagement and fundraising strategies that lead to growth in our base of supporters and overall revenue. The Community Engagement Coordinator is a critical part of teams that run our Bike Drives and Volunteer Night, and plan our annual Bike-A-Thon and Building Momentum Breakfast events - key points of engagement for our supporters. This role is a great opportunity for someone with previous communications experience who is extremely detail oriented and organized. The Community Engagement Coordinator reports to the Director of Community Engagement.

Specific responsibilities include, but are not limited to:

#### **Marketing/Communications:**

- Support communications related to major annual fundraising events: "Get Into Gear" points of entry (year-round), Bike-A-Thon, Building Momentum Breakfast, Phone-A-Thon, and end of year giving
- Support the outreach and recruitment of Bike School participants, Youth Apprentices and volunteers; provide support on engagement to increase participation and investment
- Support the bike shop's marketing and sales efforts
- Maintain photo library, quotes, and anecdotes about the individuals we serve and the impact we create
- Draft and develop postings for various BNB social media channels and website

#### **Fundraising & Administration:**

- Coordinate the flow of data for all BNB participants using our Salesforce software; implement regular transfers of constituent data from Salesforce to Bloomerang fundraising software
- Provide overall support for seasonal appeals and annual impact report
- Collaborate with the Development Team on fundraising event planning and logistics, such as the annual Bike-A-Thon, annual Building Momentum Breakfast, and periodic small-scale fundraising and community engagement events.
- Collaborate with the Development Team to implement a multi-year, \$3 million capacity-building campaign - with an emphasis on community engagement



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- Develop content, design, and execution for printed materials and appeals, as well as digital communications and social media postings (direct mail, e-appeal letters, monthly newsletter, etc.)
- Provide additional administrative support, as needed, throughout the BNB organization.

## **Community Engagement and Events:**

- Serve as a BNB ambassador and effectively represent the organization in the community
- Coordinate planning and logistics for key events - Get Into Gear, Gearing Up For Growth, BNB Flea, Bike School graduations, Volunteer Night, bike collection drives, and Container Loading support
- Facilitate the stakeholder engagement and investment pipeline across the organization
- Generate regular thank yous letters and notes; make follow up calls
- Collaborate with BNB staff to re-envision the BNB membership program leveraging technology to - something about member experience and overall efficiency.
- Manage team of brand ambassadors

## **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; proficiency with core social media platforms including Facebook, Twitter, and Instagram in a workplace setting; 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.
- Attention to detail.
- Exceptional organizational skills.
- Excellent verbal and written communication skills.
- Ability to work with staff, board, donors, and volunteers with a sense of humor and flexibility.
- Ability to work individually and as part of a team in a fast-paced work environment.
- Strong understanding of, and commitment to, Bikes Not Bombs' overall mission.
- Self-motivated, highly organized, and systems oriented.
- Willing and able to work evenings and weekends - March through October.
- 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.
- 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



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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](mailto:jobs@bikesnotbombs.org) and will be reviewed on a rolling basis. Please include "Community Engagement 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.