



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 School Coordinator at Jamaica Plain Hub

Job Description

Position Description: The Bike School Coordinator at Jamaica Plain Hub leads the effort to promote and recruit participants for our Bike School programs, and teaches the curriculum on site at Bikes Not Bombs (BNB) in partnership with our youth apprentices. The Bike School Coordinator reports to the Director of Community Engagement, and is a member of the Community Engagement team.

The ideal candidate for this role has a passion for working with youth by helping them discover their potential, has bike mechanics and urban commuting skills, and experience with curriculum development and managing people.

Specific responsibilities include, but are not limited to:

Bike School Coordination (60%)

- Support the coordination, implementation, and evaluation of all Bike School programs including Sisters In Action which primarily serves BIPOC girls, women, femme and trans-identifying people, Bike Institute, Earn-A-Bike, and On-The-Bike
- Vet and prepare Bike School participants' bicycles in advance of each program session, approximately nine unique offerings per year (about 90 bikes total)
- Coordinate outreach efforts for all BNB Bike School programs
- Serve as primary point of contact between BNB and various Bike School partnerships in the community
- Maintain a fleet of bicycles that are used during Bike School programs to ensure they are safe to ride
- Facilitate setup and organization of the Bike School mechanics area with support from bike shop staff, including the work benches, tools, storage of bikes and parts sorting area for Bike School
- Plan ongoing curriculum that incorporates components of the Massachusetts Department of Elementary and Secondary Education Science and Technology/Engineering curriculum framework, highlighting intersections across our local and international programs
- Develop teaching demonstration materials to aid in the hands-on learning process

Youth Pathways Support (30%)

- In conjunction with the Programs Team:
 - Engage with and support the Advanced Mechanics training program during the Q1/winter season
 - Train and supervise a team of 10 youth and volunteer apprentices during the school year and up to 30 youth and volunteer apprentices during the summer/winter
- Participate actively in weekly 1-on-1 supervision, team meetings; and bi-weekly staff meetings
- Support other Youth Pathways initiatives as needed

Fundraising and Administration Support (10%)

- Ensure upkeep with youth participant and employee data entry in Salesforce
- Coordinate, with assistance, the youth team for the Bike-A-Thon
- Contribute to fundraising events as needed
- Attend tabling events, volunteer fairs, health fairs, and other events in the community as needed

Background & Qualifications:

Below is a list of qualities in an ideal candidate:

- Dedication to the mission of BNB
- Must have administrative and organizational skills, as well as the ability to delegate responsibility and multi-task.
- Experience with teaching and curriculum development, and in particular teaching around mechanical concepts
- Experience in program management and staff/volunteer supervision, with the ability to mentor, motivate, prioritize, and set clear expectations
- Experience in youth or workforce development experience; working with teens a plus
- Personable and able to work with people from a number of different backgrounds
- Demonstrated ability to support and engage volunteers
- Ability to work with staff, board, and volunteers with sense of humor and flexibility
- Ability to work individually and as part of a team in a fast-paced work environment
- Self-motivated, resourceful, highly-organized and creative
- Ability to set priorities, manage schedules, meet deadlines, and track the progress of multiple projects simultaneously while maintaining a high-quality of work and strong attention to detail
- Commitment to excellence a must

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 School Coordinator at Jamaica Plain Hub" and your full name in the subject line. The compensation package for this position includes an hourly wage of \$19-24 at 40 hours each week. Additional benefits include - health insurance, paid time off, flexible work schedule, and discount at our bike shop. This position is open until filled. Expected start date is September 6th, 2022.

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.

We reclaim thousands of bicycles each year. We create local and global programs that provide skill development, jobs, and sustainable transportation. Our programs mobilize youth and adults to be leaders in community transformation. 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 38 years old and has an annual budget of \$2.5 million and growing.