



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Repair & Refurbish Mechanic

Job Description

**Position Description:** Bikes Not Bombs is seeking full-time Repair & Refurbish Mechanics to work in our organization's flagship social enterprise, the Bikes Not Bombs Bike Shop and Vocational Training Center. Join the squad of mechanics here in our workroom if you want to be part of a bike shop that is driven by a real social mission, and help us deliver the best value possible to our community.

A Repair & Refurbish Mechanic's duties include, but are not limited to, executing repairs and rebuilds of customer-owned bicycles; refurbishing donated bicycles for sale; assisting operations with sorting, refurbishing, and processing donated bicycles, components, and accessories; mentoring and modeling professionalism for apprentices; training other staff, volunteers, and youth in bicycle mechanics; and assisting sales team members with the correct estimation of repair quotes.

The Repair & Refurbish Mechanic reports to the Training & Service Coordinator, and is a member of the Bike Shop service team.

Specific responsibilities include, but are not limited to:

### **Bicycle Mechanic Skills:**

- Assembling/disassembling and identify different types of bottom brackets
- Crank arm replacement
- Change derailleurs
- Front and Rear Hub, Bottom Bracket, Headset overhauls
- Replacing brake calipers, pads, and levers; shifters
- Replacing all kinds of cables
- Limit screw adjustment (both derailleurs)
- Center brakes
- Chain check, replacement
- Flat fix
- Tune ups
- Bosch e-bike systems

### **Customer Service:**

- Repair, check, and fix bikes following Bikes Not Bombs' Bike Shop standards, policies and procedures
- Prepare bikes for deadlines
- Diagnose bicycles and write repair tickets using web based point of sale
- Keep the bench and the overall bike shop clean
- Participate actively as a member of the bike shop team
- Interact with customers, selling repair service
- Assemble new and refurbished bicycles for resale

### **Shop Culture, Training, and Support:**

- Foster an asset-based culture (positive youth development)
- Support front-end staff, ensuring that current youth and volunteer apprentices provide the highest quality customer service through training and shop policies
- Participate in and provide ongoing training, feedback and support to improve performance of online and storefront business operations

### **Background and Qualifications**

The ideal person for this role has experience working in bicycle retail shops and has the ability to engage youth with no fear or bias, engaging their beliefs and abilities, their likes and dislikes. Additional requirements include:

- At least one full year of experience as a full-time repair mechanic



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- Experience repairing all different types of bikes
- Able to work during shop hours: Tuesday - Friday 11:30 AM - 7:30 PM and Saturday 10 AM - 5:30 PM
- Ability to keep multiple projects/tasks organized
- Must be able to work well under pressure to meet deadlines
- Positive and welcoming attitude
- Ability to learn and adapt to BNB's standards for bicycle mechanics
- Must be a people person
- Must demonstrate a strong understanding of and commitment to Bikes Not Bombs' overall mission
- Self-motivated, highly organized, systems oriented
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills
- Typing and basic computer competencies; Google or MS office; Experience with Lightspeed POS preferred
- Must be willing and able to work some evenings and weekends
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred
- Ability to work with staff, board, 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

## **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 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 "Repair & Refurbish Mechanic" and your full name in the subject line. The compensation package for this position includes an hourly wage starting at between \$19.23 - \$24.04 /hour. Additional benefits include - paid time off, health insurance, flexible work schedule, and 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.**

Our mission is the driving force behind our impact, our volunteer efforts, and our dedicated staff. It's why people give their time, their money, their labor. We love bikes, and we love our community, including its most vulnerable and historically excluded members. We want to bring the joy and the utility of bicycling to everyone. "Bikes Not Bombs!" is a demand, a protest, advice for life, and a rallying cry. Through our work, we seek to bring positive change into people's lives and build a sustainable future for all.

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 micro-enterprises 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 and growing.