



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

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Alumni Engagement Coordinator

Job Description

BNB's Mission and 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 \$4.1 million.

Position Description: The Alumni Engagement Coordinator supports the re-engagement of Bike School and Youth Apprentice alumni. The Alumni Engagement Coordinator will work closely with our Youth Pathways team, with input from current alumni to develop strong relationships with our vast alumni network and support graduates in advancing their career aspirations. The Alumni Engagement Coordinator understands and communicates the benefits of being part of a BNB alumni network that includes jobs, volunteer opportunities, discounts at our Bike Shop, community connections, events and rides, and career and workforce development support. The **Alumni Engagement Coordinator** is a member of the Youth Pathways team and reports to the Director of Youth Pathways.

The **Alumni Engagement Coordinator** will focus on building opportunities for continued alumni engagement and connecting alumni to critical career development support. The **Alumni Engagement Coordinator** will serve as the lead in planning, organizing, and implementing a formalized alumni engagement program.

Specific responsibilities include, but are not limited to:

Build and Manage Alumni Network Program (60%)

- Develop and manage an alumni network that actively engages BNB alumni
- Develop a monthly alumni e-newsletter
- Plan and implement community bike rides to engage alumni
- Develop alumni engagement events and workshops to foster culture and build community
- Support with building a network of employers and career development partners and volunteers to provide interactive career readiness support, explore career opportunities, and strengthen alumni professional networks
- Providing support to ensure alumni seamlessly transition from BNB programs into the community
- Provide career development workshops for alumni, with and without partners
- Identify and build in incentives for alumni to join the BNB Alumni Network
- Facilitate data collection on impact and surveys to analyze and improve overall alumni engagement

Plan and Lead Reengagement Outreach (20%)

- Serve as primary point of contact between BNB and various alumni engagement partnerships in the community
- Support related communications to alumni, including our monthly e-news, social media, etc.
- Attend tabling events, volunteer fairs, health fairs, and other events in the community as needed
- Develop strategies to re-engage and recruit Bike School and Youth Apprentice alumni
- Develop a calendar to manage alumni engagement events
- Collaborate with the Community Engagement Team to develop print and digital marketing materials
- Manage alumni LinkedIn page
- Collaborate with the Community Engagement and Development teams to share alumni stories through social media, video, and other marketing platforms
- Collaborate with BNB's development team to engage alumni in fundraising

Data & Evaluation (10%)

- Track alumni data, including attendance, participation, graduation rates, education progress, and job history
- Develop strategies and track Alumni Engagement in Bloomerang/ Salesforce databases as necessary
- Collaborate with the Director of Youth Pathways to evaluate the BNB alumni program

Youth Pathways Support & Supervision (10%)

- Supervise a small team of Youth Apprentices who will assist in the implementation of the alumni engagement program
- Participate actively in weekly 1-on-1 supervision, team meetings, and bi-weekly staff meetings
- Schedule and hold 1-on-1 check-in meetings with youth apprentices to track growth and progress
- Support other Youth Pathways initiatives as needed and other duties as assigned

Background and Qualifications:

The ideal candidate for this role has the ability to engage with Bike School graduates and Youth Apprentice alumni without fear or bias, engaging their beliefs and abilities and their likes and dislikes. This person is also self-motivated, resourceful, and creative. Promote BNB's mission as an enthusiastic member of its community. The candidate has a background in workforce and development services, project/event planning, and knowledge of career services and databases, organizations, and programs in the Greater Boston area. Experience with bike mechanics and ride safety skills are a plus but are not required for this role.

Additional Qualifications Include:

- Bachelor's degree required
- 2-3 years of work experience in education, youth services, human services, or related field
- Experience working with people between the ages of 19-24 years old who come from varied backgrounds and experiences
- CPR certified or willing to become CPR certified within 1 year
- Must have administrative and organizational skills, as well as the ability to delegate responsibility and multi-task
- Experience in program management and supervision, with the ability to mentor, motivate, prioritize, and set clear expectations
- Experience in youth or workforce development
- Personable and able to work with people from many different backgrounds
- 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 seeks to represent our community and constituencies, **particularly Black and other marginalized people in Boston and of communities in the Global South**, 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 "**Alumni Engagement Coordinator**" and your full name in the subject line. The compensation package is \$21.63 - \$26.44 per hour based on the applicant's qualifications. Additional benefits include paid time off, health insurance, a flexible work schedule, and a discount at our bike shop. This position is open until filled. The target start date is May 1, 2023.