



# 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 managing facilities and 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 Assistant Director of Bike Shop & Training Center.

Specific responsibilities include, but are not limited to:

#### **Bike Processing, and Inventory Management (40%)**

- Coordinate the intake (seasonal collection drives and monthly pick ups), processing and storage of all parts, accessories, apparel, bike, and monetary donations - which includes bike flattening, stripping, and sorting
- Collaborate with the Bike Shop and Bikes School teams to manage the inventory of bikes and parts 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 Assistant Director of the Bike Shop to track all donations assigned by program in our inventory management system; generate reports for staff leaders and ED as requested

#### **Facilities (25%)**

- General facilities maintenance for all BNB sites: manage storage and access, monitor systems, and arrange for repairs as needed - includes WiFi, 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
- 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

#### **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 at least 3 seasonal container shipments of about 500 bicycles each to send to partner overseas

#### **Bike Collections (15%)**

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

#### **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; has 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 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 plus of experience in operations or facilities 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, repair, and culture
- Facilities management and operations experience
- Attention to detail
- Exceptional organizational skills; verbal and written communication skills.
- Ability to work with staff, board, donors, and volunteers with a sense of joy and flexibility.
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills.
- Familiarity with MacOS/Apple, Google Workspace and associated applications.
- Familiarity with project management software.
- Familiarity with Lightspeed POS or other inventory tracking software
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred.

### **Racial Equity**

Research suggests that qualified women and Black & Indigenous POC may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive at Bikes Not Bombs to apply for this role.

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](mailto: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, paid holidays (including the week between Christmas and New Year's, health insurance, flexible work schedule, and a discount at our bike shop. .This position is open until filled. Expected start date is August 1 or ASAP.

### **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 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 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 39 years old and has an annual budget of \$4.1 million.