



Outreach and Volunteer Coordinator

Bike Cleveland seeks a full-time **Outreach and Volunteer Coordinator** with two related but distinct roles. The first is to manage a sophisticated volunteer program that provides meaningful opportunities, engages members in our work and ensures that the volunteer experience at the organization is mutually beneficial to both the volunteer and the agency. The second is to host outreach activities that grow Bike Cleveland's membership, organizational partners, and effective reach into the community. This position will work under the supervision of the Executive Director.

Position Purpose

- Develop a volunteer program that emphasizes recruiting, training, and retaining organization wide volunteers, as well as assessing new opportunities to develop volunteers and members through new programs or partnerships.
- Work with Bike Cleveland board committees to assess need for volunteer-driven activities in their programs and develop strategies to engage volunteers in these activities.
- Manage volunteer and membership database, including recording volunteer hours.
- Develop volunteer incentive and appreciation programs.
- Develop leadership development program for motivated volunteers.
- Develop an evaluation system of current volunteer activities and processes.
- Plan and implement events and programs that engage Bike Cleveland in the community, including communities that are traditionally underserved.
- Staff tables at events to grow awareness of Bike Cleveland.
- Develop and implement programs for corporate partners that encourage them to promote biking to their employees.
- Work with membership committee to gain new and retain existing members

Experience and Qualifications

Minimum qualifications:

- At least one year experience in organizing, volunteer coordination, or related field;
- Comfort managing volunteers aged 18-65;
- Bachelor's degree or equivalent experience;
- Ability to work independently while managing multiple priorities;
- High energy, great people skills, and an ability to have fun with work;
- Attention to detail and ability to follow through with tasks;
- Excellent written and verbal communications skills;
- Ability to network, build trust, and build working relationships with diverse groups;
- Proficient computer skills including social networking sites, word processing, website management and database software; and
- A strong desire to make Greater Cleveland more bike-friendly.

Preferred qualifications

- Experience working on advocacy campaigns and an understanding of basics of the political process;
- Knowledge of Greater Cleveland;
- Connections to organizations, businesses and communities in Cleveland, especially those who are not yet as engaged in bicycling activities;
- Knowledge of the economic, health, safety, social, and environmental benefits of bicycling and basic knowledge of how to improve bicycling;
- Experience with membership recruitment and volunteer relationship building

Salary and benefits

The salary range is \$25,000-\$30,000, depending on experience and skills. Excellent benefits package includes health care and generous vacation.

How to Apply

Submit a cover letter explaining the candidate's interest in the job, qualifications and a resume to Jacob VanSickle at Jacob@bikecleveland.org. No hard copies or phone calls please.

Deadline

Applications will be accepted until the position is filled, but it is recommended that interested applicants apply before September 13th, 2013.

Bike Cleveland is an equal opportunity employer; women, persons of color, and persons with disabilities are encouraged to apply.

About Bike Cleveland

The mission of Bike Cleveland, founded in 2011, is to build livable communities by promoting all forms of cycling and advocating for the rights and equality of the cycling community. Bike Cleveland aligns its advocacy with social equity and community improvement and strives to embrace the power of a strong engaged membership to achieve its mission.