

Job opportunity at Bikes Not Bombs:

Direct Outreach Coordinator

A part time temporary position in spring of 2015

About Bikes Not Bombs

Bikes Not Bombs is a 30 year-old Jamaica Plain based non-profit that collects recycled bicycles and puts them to use in social justice projects around the world. Each year we collect roughly 6,000 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 Programs in Africa, Latin America, and the Caribbean. Bikes that don't get shipped often land in our Youth Programs where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail Bike Shop 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.

About the Bike-A-Thon

The Bike-A-Thon is our annual fundraising bike ride that reliably collects over \$150,000 to support our youth and international work. Several hundred of our supporters will register for the ride and then fundraise by asking their friends and family to sponsor them. Riders choose between a 10 mile, 30 mile, 50 mile, and 80 mile route which all depart from and return to Jamaica Plain where fun activities and free food await them. We have been running this event for 27 years now, with joy, excitement, enthusiasm, and success growing each year!

The 2015 Bike-A-Thon is on Sunday June 7th, with a rain date of Sunday June 21st.

How this job fits into the event

The role of Direct Outreach Coordinator focuses on raising the profile of the Bike-A-Thon through events, contacting bike shops, and other in person strategies. The Direct Outreach Coordinator will attend many events and set up a Bikes Not Bombs table and answer questions about Bikes Not Bombs and the ride.

How to apply

- Email resume and cover letter as attachments to erica@bikesnotbombs.org

Job Responsibilities:

- Represent Bikes Not Bombs at festivals, farmer's markets and other events with the goal of recruiting Bike-A-Thon riders
- Strategically choose outreach events to attend, with input from the Communications Manager
- Distribute Bike-A-Thon posters and postcards to local businesses, bike shops, and community organizations

Skills and experience necessary

- Communication
 - Ability to talk about BNB's programs and the Bike-A-Thon in a way that is inspiring and motivating
 - Infectious excitement for the Bike-A-Thon
- Other
 - Friendly and welcoming personality
 - Self-motivated, energetic, and self-managing
 - Flexible schedule – events are frequently on weekends, early weekday mornings and late nights.

Job logistics

- Starts April 5th and ends in late June
- Approximately 7 hours per week, with some variance by week. This position includes a total of 63 hours.
- Pay: \$14.00 per hour
- Must be able to commit to working a full day on Sunday June 7th and Sunday June 21st
- Ability to travel all over Boston with outreach materials is a must. We can provide a bike trailer.