

Job opportunity at Bikes Not Bombs:

Phone 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 Phone Outreach Coordinator focuses on the recruitment of riders and volunteers riders through targeted phone calls. The Phone Outreach Coordinator will call past riders from a specialized list and ask them to register over the phone. The role then shifts to volunteer recruitment in May. All phone calls will be made from our main office, the Hub.

How to apply

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

Job Responsibilities:

- Planning and implementing phoning sessions to contact riders from past years and encourage them to ride again
- Coordinating over 50 volunteers, each with unique tasks such as: rider check in, food preparation, info tent, face paint, set up and clean up
- Assisting Director of Operations with various pick ups and drop offs the week before the event
- Managing the Breakfast tent in the morning and welcome back riders tent in the afternoon of the Bike-A-Thon
- Assembling medals out of recycled bike parts that are given to returning riders at the welcome tent

Skills and experience necessary

- Communication
 - Immense comfort on the phone – you will be calling people a lot!
 - Infectious excitement about the Bike-A-Thon
 - Perseverance, affability, and tact when recruiting riders
 - Clear, confident and efficient emailing
- Volunteer Coordination
 - Experience managing many different schedules
 - Ability to find the best role for volunteers that suits both their skill set and BNB's needs.
 - Clear, direct communication
 - Friendly and welcoming personality
- Other
 - Self-motivated, energetic, and self-managing
 - Solid spreadsheet experience
 - Flexible schedule

Job logistics

- Starts March 2nd and ends in late June
- Approximately 12 hours per week, with some variance by week. This position includes a total of 182 hours.
- Pay: \$14.00 per hour
- Must be able to commit to working a full-day on Sunday June 7th, Sunday June 21st, and 30 hours during the week of May 31st – June 6th
- Work from the Bikes Not Bombs Hub at 284 Amory Street, Jamaica Plain – no working from home