



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 AMORY STREET • JAMAICA PLAIN, MA 02130  
BIKESNOTBOMBS.ORG • 617.522.0222

## Seasonal Bicycle Assembler JOB DESCRIPTION

**Overview:** Bikes Not Bombs uses the bicycle as a vehicle for social change. 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 Programs](#) in Africa, Latin America, and the Caribbean. Some bikes are repurposed 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. BNB is 35 years old and has an annual budget of \$1.3 million.

**Position:** BNB seeks a part-time Bicycle Assembler with experience working in retail shops to assist with running the organization's social enterprise: our Bike Shop and Vocational Training Center. The Bike Assembler reports to the Bike Shop Manager and is a member of the Bike Shop team. Women and people of color strongly urged to apply.

### **Specific responsibilities include, but are not limited to:**

- Assemble refurbished bicycles for sale
- Prepare bikes for deadlines
- Keep the inventory of the shop updated
- Keep the bench and the overall bike shop clean
- Participate actively as a member of the bike shop team
- As needed:
  - Check and repair customer bikes following Bikes Not Bombs' Bike Shop standards
  - Be customer service oriented and personable as you are the face of our organization

### **Bicycle Mechanic Skills:**

- Assembling/disassembling and identify different types of bottom brackets
- Crank arm replacement
- Replace derailleurs
- Front and Rear Hub, Bottom Bracket, Headset overhauls
- Replacing brake calipers, pads, and levers; shifters
- Replacing all kinds of cables
- Limit screw adjustment (both derailleurs)
- Center brakes
- Chain check, replacement
- Flat fix
- Tune ups
- Overhauls



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## **Background and Qualifications**

The ideal person for this role has experience working in bicycle retail shops.. Additional requirements include:

- At least two full year in the bike industry fixing bikes.
- Experience repairing all types of bikes.
- Ability to stay organized and keep track of repair tickets and sale records
- Must be able to work well under pressure to meet deadlines
- Positive and welcoming attitude in all customer service interactions
- Knowledge of bicycles (accessories, fit, and riding)
- Ability to learn and adapt to BNB's standards for bicycle mechanics
- Must be a people person.
- Must have an interest in and experience working with youth, particularly from low-income communities.
- Must demonstrate a strong understanding of and commitment to Bikes Not Bombs' overall mission.
- Self-motivated, highly organized, systems oriented.
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills.
- Must be willing and able to work some evenings and weekends.
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates highly preferred.
- Ability to work with staff, board, and volunteers with sense of humor and flexibility.
- Ability to work individually and as part of a team in a fast-paced work environment.
- Proficiency in Lightspeed POS system.

**Application Process:** Please provide a resume 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 "Seasonal Bike Assembler" and your full name in the subject line. The compensation package for this position includes an hourly wage of \$15/hour. Additional benefits include - paid time off, health insurance, flexible work schedule, and discount at our bike shop.

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 low-income communities and communities of color, 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.