



## BIKE KITCHEN PROGRAMS TEAM SUMMER 2024 JOB OPPORTUNITIES

The Bike Kitchen offers rewarding job opportunities in our service shop and our programs office. We encourage people who are underrepresented in the cycling industry to apply, including but not limited to: Indigenous peoples, Black folks, People Of Colour, immigrants, women, members of the LGBTQ2IA+ communities, and persons living with disabilities and/or mental health variations

The Bike Kitchen provides students and the wider community with an accessible environment where they can learn about bicycle maintenance and cycling as a safe and sustainable means of transportation. We engage in education, outreach, and advocacy through our programs and our community bike shop, the Bike Kitchen. The following positions will report directly to the Programs Manager.

**HOW TO APPLY:** [Please submit your resume and cover letter through this link.](#) If you have a question about the job and/or your application, please email [admin@thebikekitchen.ca](mailto:admin@thebikekitchen.ca)

**ADVICE FOR A STRONG APPLICATION:** Please mention why you want to work with us. If you do not possess all the qualifications but are keen to learn, do not hesitate to apply! Above all, we are looking for folks who are a good fit with our organization, the rest you can learn ;-)

### The important stuff:

**Hours:** between 20h-32h/week, contracts are from earliest start May 1, ending August 30 2024

**Wages:** \$19/h

**Benefits:** 4% + in lieu of vacation, access to shop after hours, cost on new parts, discounted used parts, paid lunch breaks, great colleagues and friendly work environment, access to training!

#### **Eligibility:**

- these positions are funded through wage subsidies that have some eligibility requirements:
  - Work Learn positions: You must be a UBC student - you are still eligible even if you graduate in May 2024
  - Canada Summer Jobs: You must be 30 years old or younger on the date of hire, and you must be a permanent resident of Canada

**DEADLINE TO APPLY: APRIL 14th, 11.59pm**

# OUTREACH ASSISTANT

**This job focuses on outreach and cycling resource clinics!**

\*this position is subsidized by UBC WorkLearn, you must be a UBC student to be eligible, you can be considered eligible even if you are graduating in May 2024\*

**Maximum 20h/week**

earliest start date: May 1 - August 30 end date

\$19/h

## OUTREACH ASSISTANT JOB OVERVIEW

The Outreach Assistants' main tasks will be to organize, communicate and deliver on our outreach programs, specifically our cycling resource outreach clinics, which are composed of tabling combined with bicycle repair service at community events where free cycling information and tune-ups are provided. The Summer WorkLearn Outreach Assistants have the advantage of working more hours during the longer and nicer weather, a key moment for our outreach promotion, meaning the program has ample room for them to bring in their ideas, events, and contacts to make the most of their position. They will also provide administrative support for other Bike Kitchen programs and services and volunteer opportunities.

The Outreach Assistants(s) will be responsible for contributing to the planning, promotion and carrying out of our outreach programs and events alongside the Programs team under the supervision of the Programs Manager. They will perform tasks of moderate complexity such as coordinating volunteers, connecting with Bike Kitchen users across digital and analog platforms, promoting and attending interactive virtual and in-person events and resources, educating and informing the community on bicycling resources, performing program-related administrative tasks and acting as a liaison for the Bike Kitchen.

The Outreach Assistants' other tasks will be:

- Providing support to volunteers at outreach clinics;
- Providing support at outreach events including workshops, information sessions and presentations;
- Support with volunteer engagement and retention within the organization;
- Collecting, entering and interpreting data on the number and type of participants at cycling resource clinics and other outreach activities;
- Assisting the Programs Manager with report writing and program development;
- Providing support as needed for other programs such as the Kids Bike Library; Access Nights; Volunteer Nights
- Attending the weekly staff meetings and program committee meetings;
- Other duties as assigned.

## OUTREACH ASSISTANT QUALIFICATIONS

Above all, we are looking for folks that are a good fit for our organization and have a willingness to learn!

- Experience with customer service and/or public relations;
- Knowledge/interest in cycling culture and cycling advocacy;
- Ability to manage volunteers;
- Good verbal and written communication skills;
- Basic bike mechanical skills; or willingness to learn!
- Experience with data entry and spreadsheets;
- Basic computer skills (word processing, emails, video conferencing);
- Understanding of and commitment to anti-oppressive values and inclusivity of all abilities, genders, sexual orientations, ethnicities and backgrounds;
- Excellent organizational and time management skills;
- Strong teamwork skills.
- Ability to work some evenings and weekends.

## OUTREACH ASSISTANT ASSETS

- Experience working in non-profit organizations;
- Experience with collective decision-making practices;
- Experience running small events such as film screenings, presentations, etc;
- Understanding of iterative work principles;
- Intermediate to advanced bike mechanical skills.

# BICI LIBRE (PROGRAMS) COORDINATOR

**This job focuses on delivering our Bici Libre outreach program!**

Canada Summer Jobs position: must be 30 years old or younger on day of hire and a permanent resident of Canada.

Maximum 32h/week, 15 weeks (May - August)

\$19/h

\*possibility to do 20h/week instead\*

**\*this position is pending funding from Canada Summer Jobs**

## BICI LIBRE COORDINATOR OVERVIEW

This position is specific to supporting the outreach and development of the Bici Libre program. Bici Libre supports migrant farm workers by partnering with other migrant-serving organizations across BC. In Canada these workers often live in isolated rural areas and face barriers to accessing quality food, healthcare, transportation and entertainment. Bici Libre organizes the repair of donated bicycles for their use and engages in various kinds of advocacy and support work. Not only do bicycles improve the autonomy and mobility of workers, Bici Libre diverts materials from the landfill and educates volunteers about bike mechanics and the inner workings of BC's food systems.

The Bici Libre Coordinator will work under the supervision of the Programs Manager and will coordinate volunteers, organize events, liaise with partner organizations and repair, transport bikes. The Bici Libre Coordinator will attend staff meetings with all Bike Kitchen staff and Programs staff, as well as have weekly check-ins with the Manager to update work plans, provide feedback and ensure mutual support.

As the Bici Libre coordinator, you'll be involved in extending the Bike Kitchen's social and community engagement. Your involvement with Bici Libre will support learning environments that allow members of the community to grow knowledge and confidence around bike mechanics. You and Bici Libre partners will support the health and wellbeing of workers who are essential to BC's food systems. You'll also grow your own understanding of Canadian labour and immigration systems and how to engage in advocacy within non-profit organizations.

Bici Libre Coordinator's main tasks will include:

- Maintain relationships and coordinate with Bici Libre partner organizations
- Coordinate volunteers to build and repair bikes (weekly)
- Coordinate bike build events at the Bike Kitchen
- Coordinate safety checks with Bike Kitchen mechanics
- Coordinate outreach, with partners, for health fairs/migrant outreach
- Coordinate/Transport bikes as needed to partners, workers, or for events
- Support outreach activities beyond Bici Libre
- Stay up to date on issues impacting migrant farm workers

- Liaise with public and volunteers about Bici Libre and conditions affecting migrant farm workers
- Attend events supporting farmworkers and other relevant meetings
- Do outreach and advocacy with migrant farm workers
- Other duties as assigned
- Assisting the Programs Manager with report writing and program development;
- Attending the weekly staff meetings and program committee meetings;
- Other duties as assigned.

## BICI LIBRE COORDINATOR QUALIFICATIONS

- Experience with volunteer coordination
- Familiarity with event planning/coordination
- Experience in advocacy and outreach
- Experience with customer service and/or public relations;
- Ability to communicate in a professional manner with the public and partner organizations
- Knowledge/interest in cycling culture and cycling advocacy;
- Basic bike mechanical skills; or willingness to learn!
- Experience with data entry and spreadsheets;
- Understanding of and commitment to anti-oppressive values and inclusivity of all abilities, genders, sexual orientations, ethnicities and backgrounds;
- Excellent organizational and time management skills;
- Strong teamwork skills.
- Basic Spanish (verbal and written)
- Valid driver's license
- Ability to work some evenings and weekends.

## BICI LIBRE COORDINATOR ASSETS

- Knowledge of bike mechanics
- Fluent in Spanish
- Familiarity with Canadian agricultural and labor context
- Experience working with migrant farm workers

# COMMUNICATIONS/EVENTS COORDINATOR

**This job focuses on communications and event planning!**

Canada Summer Jobs position: must be 30 years old or younger on day of hire and a permanent resident of Canada.

Maximum 32h/week, 15 weeks (May - August)  
\$19/h

**\*this position is pending funding from Canada Summer Jobs**

## COMMUNICATIONS/EVENTS COORDINATOR JOB OVERVIEW

The Communications/Events Coordinators's main task will be to assist the Programs Manager to communicate and deliver several of the Co-op's existing programs, events, and volunteer opportunities during the busy summer season. They will focus on the Kids Bike Library, Bici Libre, Bikes for BIPOC (Black, Indigenous, People of colour), Cycling Resource Clinics, community events, and assist in the data management related to communications/marketing. These programs focus on re-purposing used bicycles to support communities that have barriers to accessing reliable transportation by providing free bicycles, tune ups, helmets, locks and lights. With Cycling Resource Clinics, the focus is on educating the public on basic bike maintenance and providing cycling resources. The Communications/Events Coordinator will be responsible for disseminating information on our events, volunteer opportunities, program outputs, and the organization of community events (bike rides, bike-building days, speaker series, art-making, etc.). With support from the Programs Manager, the Communications/Events Coordinator will organize events that support the programs and plan content to populate our social media, newsletter, website, and print publications. They will perform tasks of moderate complexity such as creating editorial calendars, creating graphics, assisting the organization of events, performing administrative tasks (emailing, data entry), helping analyze processes for areas of improvement, and act as a liaison for the Bike Kitchen. As a community-based organization, employees of the Bike Kitchen regularly interact with customers of the bike shop and volunteers/participants in the community at large.

The Communications/Event Coordinator will be given opportunities to learn to communicate efficiently and professionally with a range of people both in the shop and out in the community. In addition, they will learn to communicate effectively across a range of mediums including social media, online/web content, print media, and written correspondence; these are all highly transferrable skills. They will also assist the Programs Manager in maintaining existing relationships on and off-campus. Relationship building will focus on inclusivity and anti-oppression values embedded in the work. While the role involves some independent work, the Bike Kitchen typically hires or extends multiple people to run the summer programming and strives to work cohesively as a supportive and inclusive team. With support from the Programs Manager, youth are expected and encouraged to take the lead in team meetings, coordinate tasks among each other, and make consensus-based decisions for the programs and events they are supporting. Youth are encouraged to take initiative, explore new and alternative means of executing event and communication tasks, and/or develop new relationships/ideas both on

and off campus. The Communications/Event Coordinator's work is a mix of tasks and responsibilities, providing ample opportunities for learning the skills mentioned above. Expected skill development will focus on event/program management and communication/digital skills. Specifically, youth are trained on using our customer relationship management (CRM) tool, as some aspects of the events (registration) and communications (email acquisition and newsletters) is run through this. We use CiviCRM, which is a common CRM used in the non-profit sector, making this a highly transferrable skill for the youth's future career. In addition, youth are invited and encouraged to use available tools to create content, track, analyze, & report on event data as well as explore other tools available to the team (such as our Point of Sale system, Lightspeed, another common tool used in the bike industry/hospitality sector). Finally, the Communications/Event Coordinator will have access to deepen their knowledge of bicycle components & mechanics through informal mentorship with the senior mechanics.

## COMMUNICATION/EVENT COORDINATOR QUALIFICATIONS

- Knowledge/interest in cycling culture and cycling advocacy;
- Understanding of and commitment to anti-oppressive values and inclusivity of all abilities, genders, sexual orientations, ethnicities and backgrounds;
- Excellent verbal and written communication skills;
- Experience with social media and managing social media accounts (Instagram, Facebook, Twitter - other types of media considered an asset!)
- Experience with using Canva, Adobe Illustrator or Photoshop or InDesign
- Experience or knowledge about web development/design
- Experience or knowledge about database management
- Excellent organizational and time management skills;
- Experience running small scale in-person events.
- Strong teamwork skills.
- Attention to detail.
- Ability to work some evenings and weekends.

## COMMUNICATION/EVENT COORDINATOR ASSETS

- Good design/graphic skills
- Experience working in non-profit organizations;
- Experience with collective decision-making practices;
- Understanding of iterative work principles;
- Basic bike mechanical skills or interest to learn
- Other creative skills such as photography, drawing, crafting, etc.