

BICAS is seeking to hire a Staff/Collective Member.

Date Posted:	05/04/12
Position:	Staff Collective Member
Organization:	BICAS (Bicycle Inter-Community Art & Salvage)
Start Date:	June 1 st , 2012
Duration:	We are looking for a long-term collective member.
Location:	Tucson, AZ

BICAS is a non-profit bicycle recycling and education center that teaches people from all walks of life how to fix and maintain bicycles. The ideal candidate will be passionate about the bicycle as a viable, sustainable and healthy form of transportation and eager to share that enthusiasm with our visitors both in and out of the shop. BICAS is dedicated to serving everyone, regardless of background, and frequently works with youth, homeless, refugee, Spanish-speaking, and low-income populations. Experience working with these populations in any non-profit capacity is a plus, as is being bi or multilingual. Bicycle mechanical knowledge is not required but is desired. The ability to teach in a caring, compassionate, and hands-off approach is necessary. This position includes outreach and expansion of organizational presence in the surrounding community.

Minimum Qualifications

1. Out going and self-motivated personality who can work efficiently and effectively in both a chaotic environment and individually.
2. Demonstrated ability to work with diverse people while observing sensitivities and differences
3. Ability to foster an environment of empowerment and cooperation
4. Strong communication skills including: interpersonal, electronic, and group setting.
5. Ability to work collaboratively with staff and community members
6. Ability to multi-task and serve several customers at a time
7. Passion for bikes and bicycling as transportation

Desired Qualifications

1. Experience organizing volunteers or staff
2. Experience coordinating events
3. Experience working in a leadership role of a non-profit organization, collective or equivalent
4. Excellent written and verbal communication and public relations skills

5. Demonstrated experience with and knowledge of bike repair and bike mechanics
6. Experience teaching one-on-one or in class settings
7. Familiarity with related sustainability, safety and health issues
8. Experience in sustainable business practices
9. Ability to set measurable goals and see them through to their completion.
10. Computer literacy, Familiarity with Quick Books, and Google Office programs
11. Spanish-speaking bilingual or multilingual.
12. Commitment to the use of the bicycle as a legitimate form of transportation.

Job Tasks:

1. At least 2 scheduled shifts (15 hours) in the community tools area where your primary duties will be to support visitors in bicycle repair, assist work-trade and community service visitors, coordinate volunteers, record sales and services using the cash register and other systems in place, and represent BICAS in a pleasant and professional manner.
2. Attend and participate in mandatory, twice monthly collective and staff meetings on Wednesday nights (4 paid hours per month)
3. Participate in occasional sub committees to further the organization
4. Willingness to participate in educational activities including Basic Maintenance, Build-a-Bike programs, volunteer training, and advanced classes if technical skills allow.
5. Participate in off-site events including promotional events, mobile bike repair, bike drives, and monthly outreach events. (at least 4 hours per month)
6. Participate in the annual Art Auction and other fundraising activities
7. Build used bikes for resale and to gain mechanical experience. (4 hours a week)
8. Support the development, promotion and implementation of BICAS programs by selecting an area of expertise from the following aspects of the organization: Education, Outreach, Art, Volunteer Coordination, Shop Organization, Accounting, Grant Writing, Fund Raising.
9. This is a part-time position. Base rate is \$9 per hour or based on experience. Accepted applicant will be guaranteed 15 hours of scheduled shifts, 4 hours per month of meetings, 4 hours per week of building floor bikes on off hours and 4 hours of off-site outreach opportunities per month. It is expected that the applicant will participate in these activities bringing the total hours to an average of 21 hours a week. There is ample opportunity for growth at BICAS. We are looking for a highly motivated person that will be able to help develop an area of expertise from the following aspects of the organization: Education, Outreach, Art, Volunteer Coordination, Shop Organization, Accounting, Grant Writing, Fund Raising.

To Apply:

Please submit the following to bicas@bicas.org with “Staff Collective Member” in subject line by May 15, 2012.

1. A cover letter: In your cover letter, address the following:
 - How does your experience relate to actively advancing the BICAS mission of Do-It-Yourself, empowerment, inclusivity and cooperation.

- Please address “Job Tasks #8 specifically and what area of BICAS you are attracted to advancing. What are your goals in this position?”
- 2. A resume
- 3. At least three work-related references (required) including the names, current addresses and telephone numbers.

Additional Information for job applicants:

BICAS is a non-for profit community bike shop established in 1989 as Bootstraps to Share, an organization dedicated to helping the homeless. After many peoples efforts it was realized that the bicycle and being able to provide your own mechanical support was vital to getting people to food, shelter, and work. Thus BICAS was formed in 1994 with a focus on the bicycle but expanding the vision to youth, students and anyone that has the will and desire to learn about the bicycle as a legitimate and sustainable form of transportation. We continue to serve this mission with a commitment of our resources to the community to learn about bicycle repair and offer those without means the opportunity to work for trade of community tool use, used parts and used bicycles. BICAS provides inclusive and open shop space, knowledge sharing, educational classes and affordable refurbished bicycles to the community as a service and to generate funds for the organization. Revenue from the sales of recycled bicycles currently funds overhead to maintain shop operations with additional grants for supplemental projects. BICAS has over 3500 people utilize Community Tools every year, over 700 people using our work-trade program for over 3800 hours of work-trade per year, and over 200 people (100 being 18 years or under) doing over 1500 hours of community service per year on a shoe string operating budget of approximately \$200,000 per year. You bet what we are doing is important.

BICAS is a highly rewarding responsibility for those that work as staff but is often a very demanding job. A successful candidate will be familiar with BICAS bylaws, policies and procedures; have an understanding of and desire to implement the mission and vision and long-term goals of the organization; openness to learning and trying new approaches; ability to work unconventional hours when necessary; ability to work in various locations in greater Tucson and attend various committee meetings throughout the year. Please look through the rest of our website for additional information about us. www.bicas.org

BICAS currently employs 12 part-time staff members. All staff and the volunteer board of directors form the BICAS collective. The collective is the base for all major decisions regarding the organizations structure and policies. For this reason it is of the utmost importance that all members participate in the collective process. Staff is held accountable to the collective. The BICAS collective strives to provide its employees with a living wage based on its current annual budget which is why we need all collective members to be involved with advancing the organization and involved in fundraising activities. The BICAS staff member has opportunity to grow in the organization based on personal motivation to be involved. The current policy for raise is \$.50 raise for 500 hours worked in an attempt to reward experience, long-term commitment and increased participation in the organization.

BICAS staff are allowed up to 6 weeks unpaid leave per year as long as leave does not impede shop operations. Staff is required to find their own substitutes for long or short leave of absence. Longer leave is possible with collective approval but will not be acceptable for 2 consecutive years. Leave overlap is based on seniority. New hires will not be eligible for extended leave

within 6 months of hire date.

This position requires awareness and passion about social and environmental sustainability, local economics and bicycle mechanics, cooperative involvement and collective decision-making. Operating a bike project to these standards in an institutional environment and larger community takes tenacity and passion. Successful candidates will be experienced organizers who are interested in working hard and being flexible in order to get things done. This position requires representing and advocating for BICAS in the greater Tucson area.

We look forward to reading your application!