

## **Working Bikes**

### **Communications Coordinator (CC)**

**Overall Description:** Working Bikes is a 501(c)(3) nonprofit organization that was started in 1999 by a group of volunteers dedicated to recycling bikes, supporting bike culture, and helping international and local projects. Since its inception, Working Bikes has recovered tens of thousands of discarded and donated bicycles from Chicago and the Midwest, and has redistributed more than 50,000 of them worldwide.

Working Bikes is seeking a full-time dynamic, self-starter to carry out a number of roles crucial to the organization's success. The Communications Coordinator will report to the General Manager, and work with other WB staff, board members and volunteers, to fulfill her/his responsibilities. The CC is responsible for working with external partners, coordinating events, acquiring bicycles and financial donations, conducting regular and effective communication, serving as a representative of the organization, and fulfilling other related duties as assigned.

#### **Responsibilities:**

##### **Communications**

- Responding to phone calls, emails, and mail as an official representative of Working Bikes
- Coordinating Working Bikes' marketing efforts and promoting Working Bikes events
- Managing Working Bikes' social media tools, including website, Facebook, and e-newsletter
- Communicating with international donation partners, including work on international shipping documentation
- Communicating with local donation partners, beneficiaries, and Working Bikes staff to schedule donations
- Assisting Manager with various administrative tasks

##### **Events**

- Coordinating Working Bikes' participation in meaningful events by proactively responding to requests for the organization's participation and proactively seeking out new event opportunities
- Planning of Working Bikes' fundraisers and parties, including the annual fundraiser in October
- Ensuring Working Bikes' representation at events by coordinating volunteer representatives and attending when necessary
- Maintaining accurate events calendar and communicating with partners before and after events

##### **Acquisitions**

- Conducting outreach to existing partners and developing new, strategic partnerships to acquire bicycle donations
- Working with drivers to coordinate timely pickups of bicycle donations
- Tracking donations and sending receipt acknowledgements to bicycle donors and financial donors

##### **Volunteers**

- Training and assigning volunteers to represent Working Bikes at events
- Communicate with WB volunteers to ensure their understanding of their role and opportunities at WB
- Working with the Volunteer Coordinators to schedule volunteer groups

#### **Qualifications:**

- A Bachelor's degree or equivalent education and/or experience
- Excellent professional communication skills, both written and spoken
- Spanish and English fluency preferred
- Good time management and organizational skills, with ability to work with limited supervision
- Interest in bicycles and the cycling community
- Aptitude for creative problem solving
- Ability to work cooperatively and demonstrate leadership
- Computer skills, including Mailchimp, Microsoft Office, and Google Apps
- Must have flexible schedule and be willing to work evenings and weekends
- High level of energy for off-site event and outreach work
- Experience working in nonprofit, outreach, or other related field preferred

#### **Benefits:**

Competitive individual health insurance benefits. 2 weeks of paid vacation after 1 full year of employment. Wages commensurate with experience, annual compensation 28,000-32,000. Full-time up to 40 hours a week, schedule may vary.

*Working Bikes is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.*