

Applicant: _____

Operations Facilitator - Job Application Form

This form will be used to screen applications for the Operations Facilitator position. Please complete the following questions using the space allotted to briefly describe your experience:

Bicycle Mechanics

The Bicycle Kitchen is a non-profit bicycle education workshop. We teach and assist people in building, maintaining and repairing their own bikes. We often receive donations of, and keep in stock a large variety of used bikes and parts. Please describe in detail your experience working with bicycles.

Years?

Office/Shop Administration

The applicant will be required to administer back office operations, including managing inventory, organizing the workspace and communicating regularly with volunteers, clients and vendors. The applicant will also facilitate the daily operation of the education space, which involves assisting a wide range of clients from our community. Please list any relevant office or shop administrative experiences.

Years?

Finance

Describe your financial or accounting experience. List skills relating to administering a budget, grading financial reports and using financial software, including Excel and Quickbooks.

Years?

Computer Skills

Describe your computer skills. Please list programs you are proficient in using. We are especially interested in your familiarity with Macintosh platforms, email and internet applications and databases. Also let us know if you have any specific programming background.

Non-Profit Experience

The Bicycle Kitchen recently established itself as an independent 501(c)(3) Non-Profit organization. Please describe any experience you have working with non-profits, including your level of familiarity with non-profit board structure and 501(c)(3) legal requirements.

Years?

Bicycle Co-Op/Community Organizing

The Bicycle Kitchen has a long history of cooperative decision-making. Please describe any experiences you've had working with consensus-based decision-making, volunteer run organizations or a Do-It-Yourself/Do-It-Together ethic. We are especially interested in hearing about any experiences you've had with bicycle co-operatives.

Years?

Fundraising

The Bicycle Kitchen is always looking to expand its capacity and reach. List any experience you have writing and securing grants, planning fundraisers or soliciting donations for non-profit organizations.

Years?

Language

Do you speak a language other than English? Indicate which language(s) and your level of fluency.

Further Information

Is there anything else that you would like us to know? Please use the space below.

I hereby certify that all statements made in this application are true and complete to the best of my knowledge.

Applicant _____

Signature _____ Date _____

**If filling out this form digitally, please check the box to indicate your acceptance of your printed name in the signature field to act as your digital signature.