

BICYCLE KITCHEN
CALL FOR APPLICATIONS FOR OPERATIONS FACILITATOR

The Bicycle Kitchen is hiring for the first time in its history. The Operations Facilitator (OpsFac) position is full-time for one year. It is not an executive director position.

What is the Bicycle Kitchen?

The Bicycle Kitchen is a 501(c)(3) nonprofit organization. Our mission is to promote the bicycle as a fun, safe and accessible form of transportation, to foster healthy urban communities, and to provide a welcoming space to learn about building, maintaining and riding bicycles in Los Angeles. Our space offers tools, stands and parts while our volunteers provide guidance in bicycle building and repair. More than 45 of these volunteers—known as “Cooks”—work regular weekly shifts, logging more than 5,000 hours and serving as many as 10,000 clients annually.

What is the job?

The Bicycle Kitchen has been awarded a capacity building grant to hire one full-time staff person for one year. The OpsFac will support the organization's daily operations through a variety of administrative, financial and logistical duties, including inventory and processing donations. This position will interface directly with clients, volunteers and the community. The OpsFac will report to the board of directors and work closely with many members of the volunteer staff. The largest project over the course of the year will be creating an operations manual to streamline and standardize regular operations.

The OpsFac should be personable and adaptable to different duties as they arise.

This position has a fixed term of one year, with the possibility of continuation dependent on future funding. Compensation range is \$34-38,000/year plus health benefits.

What are the qualifications?

Applicants must:

- Be at least 18 years of age
- have a working knowledge of Microsoft/Open Office, Mac OS X, and Windows
- have an interest in bicycle mechanics
- be personable and work well with others

People with experience in customer service, legal services, grant-seeking, community outreach, bicycle repair, accounting, QuickBooks and nonprofit management are encouraged to apply. Computer programming and multilingual abilities are a bonus. We'd like it if you ride a bicycle.

How do I apply?

Apply to BicycleKitchenJob@gmail.com. Your application should contain the following attachments:

- **A cover letter** explaining what makes you a good candidate for the job (limit 500 words)
- **A resume** with relevant qualifications
- **List of References** including name, relationship to applicant, job title, phone and email
- **A completed application questionnaire** downloaded from this link:
<http://www.mediafire.com/?nhwfnqmymmm> (then click “Click Here to Start Download” to download the file)

Incomplete applications or stand-alone resumes will not be considered. You will receive a confirmation of receipt via email. Once you've received your confirmation of receipt, please wait for us to contact you regarding further steps.

PLEASE ATTACH ALL DOCUMENTS as .pdf files, including your cover letter. Please type in the blanks on the questionnaire and save it with your name (Smith_John_Questionnaire) in the filename.

The top 5-10 candidates will be notified that they are being brought in for interviews by August 28. First round interviews will take place Fri-Sat September 4-5, and 2nd round (final) interviews will take place September 6. Final decision will be announced by September 12, with the position to begin ASAP but no later than October 1, 2009.

Thank You! This will be a fun and rewarding job working with cool people in a great community. Good luck.