



UBC'S COMMUNITY BIKE SHOP

THEBIKEKITCHEN.COM

room 36, UBC life building
6138 student union blvd

SERVICE SHOP

info@thebikekitchen.com
604.827.7333

PROGRAMS OFFICE

info@bikecoop.ca
604.822.2453

July 17, 2020

Job Posting - Programs Manager

The Bike Kitchen provides UBC 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. For more details on our programs and services, please visit thebikekitchen.ca.

The Bike Kitchen is hiring a new Programs Manager for a full-time position (32 hours per week) on a 2 year renewable contract, beginning September 1, 2020. **Due to COVID-19, it is possible that hours may be reduced at the beginning of the contract at the discretion of the board, until such a time as we are able to fully resume our outreach and programming activities.**

The Programs Manager (PM) directs programs and outreach to engage the community in cycling education and promote biking as a safe and sustainable means of transportation. Located at the University of British Columbia, the Bike Kitchen is governed by a student Board of Directors, who oversee and guide the vision and mission of the organization. The PM oversees operations and works closely with the Bike Kitchen's Shop Manager to coordinate operations. Both managers hold equivalent roles as department managers.

The Programs Manager, as the most senior staff member of the Bike Kitchen's programs office, acts as the management and administrative core. Focusing on the portfolios of Education and Outreach, the PM strives to build strong community-based programming, provide learning and personal growth opportunities for students and community members, and spread awareness of cycling and its benefits for community health, sustainability and social justice. The Programs Manager also holds a leadership role in supporting the organization's growth, advising and supporting long-term development.

The Programs Manager is employed by and reports to the Board of Directors of the AMS Bike Co-op, seeking their approval on projects and new program proposals. Daily operations and staff management are left to the discretion of the PM, with the understanding that they act on behalf of the Board and in

the best interests of the Bike Kitchen. The direct report for the Programs Manager is the Vice-President of the AMS Bike Co-op.

The PM supervises the work of 2-5 part-time employees of the programs office, including program and volunteer coordinators, program assistants and outreach assistants as needed.

Qualifications

- 2-3 years management and/or leadership experience
- Understanding of and commitment to anti-oppressive values and social justice
- Experience managing staff, including hiring, scheduling and supervision
- Experience with volunteer management, including engagement and managing resources
- Experience with community program development, administration and facilitation
- Excellent organizational skills, including database and record keeping
- Experience with budgeting and financial oversight
- Experience with grant writing, with proven experience at successfully obtaining funding and following through on documentation and reporting deliverables
- Knowledge of the cycling community, specifically community bike shops
- Strong interpersonal skills and an ability to understand and appreciate different perspectives
- Strong, professional communication skills (both written and verbal)

Assets

- Experience working with post-secondary students
- Experience working with non-profit organizations
- Experience with basic bookkeeping
- Experience with web editing and design
- Experience with Adobe Design Suite
- Experience using CiviCRM or similar contact and event management programs
- Knowledge of basic bike repair
- Experience with equipment bookings and management

Job Specifications

- Compensation: Salary DOE, \$33,000-36,000 annually
- Hours: 32 / week, may occur outside of typical 9-5 and be combined with work-from-home
- Benefits: Paid stat holidays, 12 paid vacation and 12 paid sick days per year, comprehensive extended health care package
- Position start date: September 1, 2020

Please email your resume and cover letter to programs-manager-2020@bikecoop.ca with the subject heading "Application: Programs Manager".

The Bike Kitchen is located on unceded Musqueam territory. We encourage Indigenous people, as well as all people who are underrepresented in the cycling industry to apply for this position.

For more information please visit our website: <https://www.thebikekitchen.ca/get-involved>.