



March 6, 2013

**Shop Manager**  
Part-time Job Opening

Community Bike Project Omaha (CBPO) is seeking a Manager to oversee its bicycle service and retail operations. The Manager will work from CBPO's facility on a part-time basis at twenty-five to thirty hours per week. This position reports to the Board of Community Bike Project Omaha.

The Manager will be responsible for the daily business of bicycle service and merchandising. The Manager will oversee the *Open Shop* program where repair facilities and support are provided to the community. The Manager will oversee *Mechanics Classes* to train both volunteers and the broader community.

Tasks include the sale of goods and services, managing inventory, accounting, facilities maintenance, training, and customer tracking. The shop manager will also direct volunteers in bicycle repair work, inventory maintenance, and facility improvements. At a future time, the manager may also administer additional staff.

The position requires organizational skills and a commitment to bicycle transportation. Management experience in the service sector is preferred. Familiarity with bicycle mechanics is necessary. The successful candidate will demonstrate the ability to greet strangers with respect and connect with urban youth.

To apply, please email a resume to the Community Bike Project Omaha at [info@communitybikeproject.org](mailto:info@communitybikeproject.org).