

Job Description

Event Coordinator

CommonWheels Bicycle Co-Op is a nonprofit based in Allston. Our mission is to empower people to use the bicycle to enhance their lives. We aim to encourage bike riders of all experience levels and backgrounds to learn to maintain and repair their own bikes, to become confident, safe urban cyclists, and to discover new people and experiences on two wheels. We provide free skill-sharing workshops, creative group rides, tools and peer instruction, multilingual resources, and community.

Our flagship program is Open Shop, which takes place at Farmers' Markets and on weekday evenings on major bike thoroughfares. We provide free access to tools and peer instruction on bicycle repair and maintenance. We flag people down as they ride by, and offer free air and bike checks; most people who stop to pump up their tires find that they could also use a brake adjustment, chain lube, or other repairs, maintenance, or fit adjustment. In addition to the ride-by participants, people seek us out for help with repair issues, to work on building a bike, or to purchase a discounted helmet or light. We do not keep many parts in stock; we are focused on simple repairs and diagnosis of major issues. *Unlike a bike shop, CommonWheels shows people how to repair and maintain their bike themselves.*

Event Coordinator:

CommonWheels is seeking a passionate, organized and self-directed person to manage Open Shop events in conjunction with a mechanic and additional volunteers. This is a part-time, seasonal position for someone who wants to make a difference in their bike community. We are looking for someone who will take initiative, engage others, and promote our Open Shops.

Responsibilities:

- Transport equipment to and from storage space to event location via bicycle trailer
- Set up/break down events, including farmers' market-style tent
- Be friendly and outgoing, actively reaching out to bikers passing by and visitors to the farmers' market, and utilize social media to promote events.
- Ensure that all participants sign an electronic waiver before their bike is worked on
- Provide peer instruction on basic maintenance and repairs, such as pumping tires, fixing a flat, lubing a chain, and tightening brakes (training will be provided)
- Provide advice and resources on safe urban riding skills, good bike routes for transportation and/or recreation, where to buy a bike, etc.
- Keep track of donations and keep inventory of materials used at each event
- Coordinate with volunteers

Requirements:

- Ability to work independently.
- Must be reliable, consistent, organized and prompt.
- Experienced in cycling in and around Boston.
- Able to lift up to 25 lbs and ride a bike with a trailer attached in urban setting.

- Comfortable working outdoors from April through October (tent provided; events cancelled in cases of severe weather)
- Conversational Spanish, Portuguese, Russian, Chinese or Korean a plus.
- Must be friendly, patient, and excited to empower others to become their own mechanic.
- Skills with basic bicycle maintenance and repair not required but a plus.

Time Commitment:

Open Shop: One weeknight per week from April through September, available 4-9pm (event 5-8pm plus setup/breakdown)- flexible depending on availability of Staff

Farmers' Market: one per week from May through October, alternating between Fridays 3-8pm (market 4-7 pm) and Saturdays 10am-4pm (market 11am-3pm)

Location: Allston, alternating weeks between Union Square (Jackson Mann Community Center) and Barry's Corner (intersection of N. Harvard and Western Ave in North Allston)

Compensation: contract position, \$15 - \$18/hr

How to apply:

Please send a resume and brief (up to one page) cover letter to info@commonwheels.org with the subject line "Event Coordinator."

CommonWheels is an equal employment opportunity employer. Women, people of color, LGBT persons, and people with disabilities are encouraged to apply.

DEADLINE: Friday March 22.