Bike Again Coordinator

What is the Ecology Action Centre: The EAC is an environmental charity based in Nova Scotia. We take leadership on critical environmental issues from biodiversity protection to climate change to environmental justice. We are grounded in community, and a strong voice and watchdog for our environment. We catalyze change through policy advocacy, community development and building awareness. We take a holistic approach to the environment and our economy to create a just and sustainable society.

What is Bike Again: Bike Again is a Do-It-Yourself community bike workshop, a project of the Ecology Action Centre. Our main goals are to get more people on bikes (less traffic!), provide a place for people to bring bikes they no longer use, and to act as a resource for the cycling community in the Halifax Regional Municipality. The project encourages a sense of ownership and responsibility by engaging bike recipients in learning to fix and maintain their chosen rides. We provide a common ground for people of different ethnic backgrounds and socio-economic statuses to participate in something fun and rewarding. Bike Again is volunteer-driven and relies on small funding grants and donations from the community.

Position overview: Bike Again is seeking an organizational development coordinator. The coordinator’s responsibility will be to consolidate and improve Bike Again’s current policies and practices and to create new ones with the goal of improving the long-term sustainability of the organization. This includes the areas of financial management, volunteer coordination, internal and external communication, and shop administration. The role of the coordinator is not to take over responsibility of these tasks at Bike Again, rather they will improve current systems and create new systems that the volunteer collective, EAC staff, and potentially a future paid Bike Again staff member will take on.

Work period: Six month contract, with possibility of extension based on funding and performance. Approximate start date is March 26, 2018.

Reports to: The coordinator will report to the Ecology Action Centre’s staff directors, and will take direction from the Bike Again volunteer collective.

Hours per week: 15 hours per week

Wage: $20.00 - 22.00 per hour
Project Specific Responsibilities:

1. Consolidate and improve financial management systems:
   a. Create digital system for tracking deposits, bike sales, and donations
   b. Create a new and more detailed budget for the upcoming fiscal year
2. Consolidate and improve volunteer coordination
   a. Manage the full implementation and evaluation of Bike Again’s new “Squads” system which seeks to create clear roles and responsibilities for and to support all volunteers from casual to core members
   b. Improve volunteer sign-up system/succession planning to ensure open hours are appropriately staffed
   c. Update and digitize a new volunteer handbook
3. Consolidate and improve systems for internal and external communication:
   a. Evaluate and present alternatives to the current internal volunteer-communication system
   b. Improve the procedures for managing the current external communication system
   c. Create a better system for regular communication with the Ecology Action Centre staff including the finance team and volunteer coordinator
   d. Support good decision-making within the Bike Again volunteer collective
4. Improve shop administration:
   a. Streamline the parts-ordering process
   b. Create system for using and filing meeting agendas and minutes
   c. Initiate search for new physical location for workshop

General Responsibilities
1. Participating in and supporting the overall work of the Ecology Action Centre
2. Other tasks, as required

Skills and Experience

Required

- Experience creating policies and procedures
- Experience doing administrative work (data-management, record-keeping, creating and managing budgets)
- Experience managing volunteers
- Strong organizational skills
- Strong interpersonal skills
- Knowledge of cloud-based data-management and organizational systems such as google docs, google calendar, dropbox or equivalent
- Knowledge of different decision-making models
- Commitment to social and environmental justice
• Positive problem-solving attitude
• Strong facilitation skills

**Assets**

• Knowledge of anti-oppression principles
• Bike-shop experience
• Experience working with community organizations

**Location:** Halifax, Nova Scotia

**Application:** Cover letter, resume and three references. Please submit your application in the form of a pdf document with required elements in the following order: cover letter, resume, references to stc@ecologyaction.ca.

**Deadline:** March 19, 2018

**Attention:** Eliza Jackson, Sustainable Transportation Coordinator

We thank all applicants for their time and interest, however only short-listed applicants will be contacted. Interviews will take place the week of March 19, 2018.

The Ecology Action Centre is committed to employment equity and encourages applications from traditionally underrepresented groups such as women, visible minorities, indigenous folks, and persons with disabilities. Diversity is a stated value of EAC, and is a strength that we seek to cultivate within our community. It is the responsibility of every employee of EAC to foster a culture that embraces and promotes diversity.