
Job Posting



Community Bike Shop Manager

- Reports to:** Executive Director
- Status:** Permanent. 30 hours per week. Work hours have flexibility, but requires evenings and weekends.
- Location:** Downtown Community Bike Workshop, 10612 105 Ave NW
- Wage:** Salaried with benefits. \$34,445 per annum (equivalent \$22.08/hr)
- Start date:** Immediately
- Duration:** 1 year, with intention to hire permanently (potentially with more hours)

OBJECTIVE

The Community Bike Shop Manager is responsible for managing Bike Edmonton's Downtown Community Bicycle Workshop, currently under construction and set to open in April in downtown Edmonton. The Shop Manager is responsible for overseeing all aspects of managing a volunteer-run community workshop. The workshop offers a community space for volunteer-assisted do-it-yourself bicycle repairs, classes, and events, and provides diverse services focused on increasing accessibility. The shop operates as a social enterprise, and sells new and used parts as well as refurbished bike donations. More information can be found at <http://bikeedmonton.ca/workshops/>. Other key duties include recruiting, engaging and scheduling volunteers; collaborating and coordinating workshop activities with other Bike Edmonton staff; managing a budget and all aspects of a retail operation; as well as responding to and engaging the bike community. Working hours will include evenings and weekends. Growing our Downtown Bike Workshop will be a key aspect of the position over the first year in its new location. The position reports directly to the Bike Edmonton Executive Director.

QUALIFICATIONS

The ideal candidate will have:

- Experience and knowledge of bicycle maintenance and repair including a range of vintage and older models. Experience working in a bicycle repair shop is a strong asset
- Experience working with volunteers and volunteer driven organizations

BIKE
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- Post-secondary education or equivalent related experience in non-profit management or business
- Strong organizational abilities including planning, delegating, and collaborating
- Experience in areas related to community or program development, volunteer management; equivalencies considered
- Strong written and oral communication skills, including public speaking
- Demonstrated initiative, time management skills and ability to work with minimal supervision in a communal environment

RESPONSIBILITIES

Volunteer Management:

- Recruit, train, schedule, and supervise volunteers
- Support the development and training of volunteer mechanics and other shop positions
- Develop documentation and structures for volunteer management

Retail Management:

- Manage the transition and set up the community workshop in the new location
- Present a consistently professional and welcoming environment for volunteers and patrons
- Inventory management, purchasing and merchandising
- Manage all bike shop financial transactions including budget management and cash flow and reconciliation
- Develop and implement shop and program policies and procedures
- Manage ongoing renovations (near completion) and facility improvements
- Supervise summer staff and interns

Program and Event Management:

- Work with the Project Coordinator to coordinate and develop workshops, including new programming (e.g. for newcomers & refugees)
- Work with the Project Coordinator to develop The Spoke, a youth earn-a-bike program

Revenue Development:

- In collaboration with Bike Edmonton staff increase overall revenues through greater customer service, sales, outreach/partnerships, and grants
- Other duties as assigned

ABOUT BIKE EDMONTON

Learn how to fix your bike and explore the city by bike. Buy a refurbished bike, or donate a disused one. Meet other cyclists, and help us advocate for a vibrant city.

Whether you ride a few times a week, 265 bike-friendly days a year, or year-round, Bike Edmonton gives you the tools you need to enjoy cycling. Established as a non-profit society in 1980, we operate two volunteer-run community bike workshops, provide cycling education for people of all ages, host events with community partners year-round, and represent you at City Hall.

We work to make cycling accessible for everyone, because we believe that an Edmonton where anyone can choose to cycle is an Edmonton that's better for all.

APPLICATION

To apply, please submit a brief cover letter and a resume to hire@bikeedmonton.ca by **March 15, 2020**. Please include the job title in your subject line. Applications will be considered as they are received. Bike Edmonton values diversity and is committed to equity and inclusion. We encourage applications from people who reflect our city's diverse communities.

We appreciate the interest of all candidates, however, only those selected for an interview will be contacted.