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## Job Posting



# Community Bike Shop Assistant Manager

**Reports to:** Reports to Shop Manager.  
**Status:** Canada Summer Jobs funded. 280 hours. May be part-time (e.g. 20 hours per week for 14 weeks) or full-time (e.g. 35 hours per week for 8 weeks) depending on candidate availability  
Work hours have some flexibility, but hours will include evenings and most weekends.

**Two positions are available, one at each of our locations:**

**Location 1:** Downtown Community Bike Workshop, 10612 105 Ave NW

**Location 2:** South Community Bike Workshop, 8001 102 St NW

**Wage:** \$17.50/hr

**Start date:** Immediately

**Duration:** 280 hours, with possibility of renewal under new contract.

## OBJECTIVE

The Community Bike Shop Assistant Manager is responsible for helping manage Bike Edmonton's Community Bicycle Workshop. The Assistant Manager is responsible for assisting the Shop Manager in 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 most aspects of a physical and online retail operation; as well as responding to and engaging the bike community. The Assistant Manager is expected to

**BIKE**  
edmonton

PO Box 1819 Station Main  
Edmonton AB T5J 2P2

780 433 2453  
[info@bikeedmonton.ca](mailto:info@bikeedmonton.ca)

ensure that all operations and volunteers follow OH&S practices and COVID-19 precautions, and ensure spaces and interactions are safe, inclusive, and accessible.

Working hours will include evenings and weekends. The position reports directly to the Shop Manager, with weekly mentorship meetings with the Executive Director.

## QUALIFICATIONS

The ideal candidate will have:

- Experience and knowledge of bicycle maintenance and repair including familiarity with 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
- 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

### **Client service:**

- Serve members of the public through sales, guiding repairs and parts selection (with support of volunteer mechanics), and answering web and phone inquiries
- Present a consistently professional and welcoming environment for volunteers and patrons

### **Teamwork:**

- Collaborate and coordinate workshop activities with other Bike Edmonton staff, including both Shop Managers, Executive Director, Project Coordinator, and Bike Assemblers
- Work with volunteers on the shop-floor
- Work with the Project Coordinator to deliver workshops, including programming for newcomers and refugees

### **Communication:**

- Develop documentation and structures for volunteer management
- Utilize GSuite applications for communicating with staff and volunteers

- Coordinate scheduling with volunteers
- Create signage
- Work with Executive Director to craft social media promotions

**Digital skills:**

- Utilize the full complement of GSuite, including email, shared drives, calendars, etc.
- Post to a variety of social media platforms
- Website maintenance and updates
- Maintain inventory systems
- Maintain and update online and physical point of sale systems
- Manage online appointment system

**Leadership:**

- Recruit, train, schedule, and supervise volunteers
- Support the development and training of volunteer mechanics and other shop positions
- Lead a team of volunteers to grow volunteer engagement and develop volunteer skills

**Other:**

- Merchandising
- Ensuring all operations and volunteers follow OH&S practices and COVID-19 precautions
- Ensuring spaces and interactions are safe, inclusive, and accessible
- Other duties as assigned

## ELIGIBILITY

This is a Canada Summer Jobs funded opportunity.

Candidates do **not** need to be students. View Canada Summer Jobs priorities at:

<https://canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/assessment-criteria.html>

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment\*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

\*The candidate must be 15 years of age at the beginning of the employment period. The candidate may be more than 30 years of age at the end of the employment period as long as the candidate was 30 at the beginning of the employment period.

\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is **not** a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.

## 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 [jobs@bikeedmonton.ca](mailto:jobs@bikeedmonton.ca) by **May 28, 2021**. 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.