

WTF Coordinator Job Description DRAFT (June 2020)

Job Title - WTF Program Coordinator - Collective Member

Job Purpose - As a member of the Workers Collective of BICAS, the WTF Coordinator is responsible for overseeing BICAS' WTF Programming. The WTF Coordinator delegates tasks to the WTF Committee and shares responsibility with those committee members in creating a safe, accessible, and inclusive WTF space in the collective, at the shop, and in the greater Tucson community. This is a non-exempt position as defined in the Fair Labor Standards Act.

The WTF Coordinator is a BICAS Collective member who identifies as *female*, *transgender*, *femme*, *genderqueer*, *trans-masculine*, *trans-feminine*, or feels that their socialization or treatment as a woman, transperson*, &/or femme.

Duties & Responsibilities

- Collaborate with other BICAS programs, committees, and coordinators to create an integrated and strong WTF Program.
- Evaluates needs and purpose of WTF Monday Workshop- evaluation of mission and distribution of resources (educational, community building, etc).
- Opens up WTF workshop accessibility & safe space needs to evaluation and maintenance, producing strategies for sustainability and meeting needs of the community.
- Design and coordinate regular WTF programs, events and activities.
- Attend WTF Committee meetings with members of the Board and Collective to ensure that Committee responsibilities are fulfilled
- Recruit and manage volunteers specific to the WTF Program
- Promote WTF rides, events, classes, and workshops via the BICAS listserv, BICAS WTF Instagram and Facebook, Media Outlets such as local papers and radio, and more.
- Provide input on the WTF Program budget and the payroll budget
- Responsible for all WTF Program related correspondence, filing, and retrieval
- Ensuring the yearly budget for WTF programs is turned in at appropriate time (training provided by Finance Committee)
- Tracking grants and grant projects and troubleshooting with WTF committee. Works with fundraising committee and WTF committee to research, write, and execute grants (primarily the Alliance Fund Grant) and create fundraising opportunities.
- Participate in monthly finance committee to track revenue and expenses and evaluate program budget. Involving WTF committee in finance updates to the collective.

- Maintains WTF calendar and Communicates and updates collective of upcoming WTF programs.

Collective Duties & Responsibilities

- Participating (time keeping, stack, note-taking, facilitating) in two 2-hour Collective Meetings per month - 1st and 3rd Wednesday 6:30pm
- Participate in Annual Retreat (3rd Monday in February)
- Participate in occasional working committees such as: hiring committee, art auction committee, building committee, retreat planning committee, and other ad hoc committees
- Participate in Peer Review process
- Participate in Education Committee

Shop Duties & Responsibilities

- Up to two (2) Shop Shifts per week - see Shop Mechanic Job Description - no minimum
- BICAS' WTF Hours are subject to change, but have historically been on Monday evenings. WTF Coordinator is not required but strongly encouraged to have a regular presence at the WTF Hours.

Anticipated Weekly Hours Break-Down	35
Shop Shifts - up to	15
Collective & other Committee work/meeting	5
WTF Committee and Programming Coordination	10
Outreach & Fundraising event/preparation	5

Qualifications

- Personable and self-motivated personality who can work efficiently and effectively on their own, in a group, and one-on-one in a high pressure customer service environment
- Ability to multi-task and balance several customers simultaneously

- Ability to work with a diverse population while observing sensitivities and differences
- Ability to foster an environment of empowerment and cooperation
- Desire to learn and teach
- Passion for bikes and bicycling

Education

- BICAS - Build-a-Bike

Experience

- Grant Writing
- Community Organizing
- Outreach and Fundraising
- Anti-Discrimination, Anti-Racism and Overall Anti-Oppression working knowledge, practice and willingness to continue learning
- Policy and Procedure writing
- Programming, Event and Outreach Evaluations
- Employee Discipline, conflict resolution, and Performance Improvement Plans

Knowledge/Skills/Abilities

- Anti-Oppression Framework
- Working knowledge and practice of respectful and informed conduct in regards to Trans- identifying Co-workers, Collective and Board Members, customers and community members.
- Knowledge of community-based organizing and initiatives addressing gender, sex and sexuality inequities, local and beyond.
- Consensus-based decision making
- Meeting facilitation
- GDrive - Gdoc, Gsheet, Gform
- Wordpress
- Strong Communication skills including: interpersonal, electronic, and group settings
- Ability to work collaboratively with Collective and community members

Working Conditions

- Shop hours Tues-Sun 10:45 am to 6:15 pm
- Must be available 1 weekend shift per week
- Hot in summer and cold in winter