

Job Title: WTF Coordinator

Reports to: Operations Director

Type: part-time, non-exempt

Principle Function - Responsible for overseeing BICAS' WTF Programming.

Essential Functions:

- Creating a safe, accessible, and inclusive WTF space
- Promote WTF programming to the Collective and Community
- 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 safe space accessibility
- Produce strategies for sustainability and meeting needs of the WTF community.
- Design and coordinate regular WTF programs, events and activities.
- Facilitate WTF Committee meetings to ensure that Committee responsibilities are fulfilled
- Recruit and manage volunteers specific to the WTF Program
- Responsible for all WTF Program related correspondence, filing, and retrieval
- Maintains WTF calendar and Communicates and updates collective of upcoming WTF programs.

Other Duties and Responsibilities

- Assess annual budgetary requirements and stay within budget
- 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 annual art auction
- Other duties as assigned by the supervisor
- Representing and advocating for BICAS in the greater Tucson area

Qualifications

Education & Experience

- Personable and self-motivated personality who can work efficiently and effectively on their own, in a group, and one-on-one in a low 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
- Experience and identification with LGBTQIA+ community
- Experience with Google Drive
- Internal and external customer service
- Ability to use hand tools
- Ability to lift a bike to shoulder height with one hand

Knowledge/Skills/Abilities

- BICAS Build-a-Bike Class (can be taken upon hiring)
- Experienced organizer interested in working hard and being flexible in order to get things done
- Bike Life
- Meeting Facilitation, meeting notes taking, meeting time keeping
- Organizational skills
- Punctual
- Awareness and passion about social and environmental sustainability, local economics and bicycle mechanics, cooperative involvement and collective decision making

Working Conditions

- Hot in the summer and cold in the winter
- Weekly workshop Monday 3pm to 7pm

Employee Signature:

HR Signature: