

BICYCLE ALLIANCE OF WASHINGTON
Bicycle Commuter Specialist

POSITION DESCRIPTION

This position manages the bicycle commuter program, King County Metro lost bike program, and performs other duties in support of the Bicycle Alliance of Washington (BAW). Some travel within the state of Washington may be required.

DUTIES AND RESPONSIBILITIES

- Manage contracts for King County Metro, including detailed record-keeping
- Develop & maintain contact with other bicycle organizations
- Initiate, coordinate and plan participation in fairs and events
- Represent the Bicycle Alliance in forums, projects, committees and plans locally and state-wide
- Train individuals on safe bicycle commuting
- Manage the Bike Buddy program
- Work closely with others on a small team at BAW
- Conduct research, write, and submit grant proposals
- Maintain key aspects of the BAW web site
- Perform other work detailed in the work plan

MINIMUM QUALIFICATIONS

- One year experience in an administrative position involving management of programs or as a program coordinator.
- Highly organized.
- Competency and ability to convey knowledge of bicycling safety, riding skills, and bike maintenance.
- Ability to use office computer software (i.e., Word, Excel, Access, PowerPoint, Acrobat, email)
- Ability to travel in Washington (WA driver's license required) including a half-day per week in Bellevue.
- Effective written and oral skills.
- High interpersonal skills.

DESIRED QUALIFICATIONS

Grant-writing ability.

Background in posting material to a web site or blog

SALARY RANGE and BENEFITS

The salary range for the Bicycle Commuter Specialist is \$30,000 to \$32,000 per year based on 40 hours per week. This position will include occasional evening and weekend work

Benefits include a Simple IRA match up to three percent (3%) of gross salary per year and paid medical insurance.

Vacation is accrued at year 1 – 2 weeks, years 2 to 4 – 2.5 weeks, years 5 to 8 – 3 weeks, after 8 years – 4 weeks.

ABOUT BAW

BAW is the statewide bicycle advocacy organization in Washington. BAW is a 501(c)3 non-profit organization and has more than 2,900 members. BAW is staffed by an Executive Director and four staff members. A Board of up to twenty-four (24) Directors governs the organization. The Executive Board consists of six Board members.

BAW receives funds from a number of sources including contracts with government agencies, revenue from the Share the Road license plates, bicycle clubs, bicycle events, membership fees, grants, and donations.

The BAW offices are located in downtown Seattle at 311 Third Avenue South.

HOW TO APPLY

To be considered, submit a resume, the names of two references and a one-page letter outlining why you are the best person for this position.

Send your completed application to:

Bicycle Alliance of Washington
Bicycle Commuter Specialist Position
PO Box 2904
Seattle WA. 98111

or e-mail your completed application to: gordonb@bicyclealliance.org Be sure to put "**Bicycle Commuter Specialist Position**" in the subject heading.