



BIKE WORKS
BICYCLING • YOUTH • COMMUNITY • EDUCATION • ACCESS • ENVIRONMENT • SOCIAL JUSTICE

Bike Works Classrooms & Offices
3715 S Hudson St, #101
Seattle, WA 98118 • 206.695.2522

Community Bike Shop
3709 S Ferdinand St
Seattle, WA 98118 • 206.725.8867

bikeworks.org

**ADMINISTRATIVE COORDINATOR
PART TIME (20HRS/WEEK), NON-EXEMPT**

ORGANIZATIONAL OVERVIEW:

Bike Works, based in SE Seattle since 1996, promotes the bicycle as a vehicle for change to empower youth and build resilient communities. Our programs and services invest in young people and encourage bicycling. Our bike shop serves a large customer base with used bike sales, affordable repairs, and new and used parts and accessories. We take in over 7,000 bicycle donations annually and redistribute these bikes through our programs and bike shop. We are committed to continued learning and improvement, with a focus on social justice and racial equity.

ROLE OVERVIEW:

The Bike Works Administrative Coordinator supports the organization by keeping our wheels turning and our departments connected through essential data processing and office coordination.

This position reports directly to the **Development Director** and is part of the Bike Works Development Team.

ESSENTIAL JOB FUNCTIONS:

1.) DATA PROCESSING 50%

- a. Entering donations into our donor database
- b. Entering volunteer data to accurately record volunteer activity
- c. Printing and mailing acknowledgement letters to ensure that our supporters receive timely thank-yous
- d. Pulling reports for our bookkeeper and other departments as necessary for accurate record-keeping and reporting
- e. Processing payroll

2.) OFFICE COORDINATION 30%

- a. Check and distribute the mail
- b. Deposit checks at the bank

- c. Post office, shopping, and other general errands to support the organization
- d. Order office supplies as needed for all departments
- e. Answer the general office number and answer the door at the office
- f. Manage and update the phone system
- g. Coordinate with vendors & repair people as needed

3.)PARTICIPATION IN ORGANIZATIONAL CULTURE, MISC. 20%

- a. Staff and team meetings, other coordination
- b. Email management
- c. Event content & logistical support
- d. Professional development, trainings

QUALIFICATIONS:

- 1 year of work experience in an office environment preferred but not required.
- Proficiency with MS Office and databases; knowledge of Little Green Light is a plus.
- Strong interpersonal skills and an ability to communicate effectively in writing, by phone, or in person.
- Attention to detail and accuracy.
- Commitment to environmental stewardship, social justice, and youth development.
- Ability to maintain confidentiality of sensitive information.
- Proven ability to manage multiple priorities and deadlines while staying organized.
- Ability to work independently, problem solve, take initiative, set priorities, handle multiple projects, and exercise good judgment in a fast-paced, dynamic environment.
- Sense of humor, love of learning, and collaborative spirit.
- Experience with, and understanding of, diverse South Seattle communities
- Commitment to environmental stewardship, social justice, and youth development.
- Passion for the mission, vision, and values of Bike Works.

COMPENSATION:

Hourly pay range \$21-25 depending on experience; this position will start at 20 hours/week and is eligible for paid vacation and sick leave, as well as overtime pay when applicable.

CONDITIONS OF EMPLOYMENT:

Bike Works is an Equal Opportunity Employer committed to assembling a diverse and talented staff. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, Bike Works does not discriminate on the basis of race, color, creed, religion,

national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, or marital status. Candidates of color are strongly encouraged to apply.

WHO WE ARE:

- collaborative team players
- passionate educators
- bike riders, bike mechanics
- social justice activists
- energetic and hard workers who manage time and risk
- self-starters with growth mindsets
- personable and humorous

HOW TO APPLY: Email your resume, cover letter, and a writing sample to development@bikeworks.org. Applications received by 4/21/21 will receive priority.