

Operations Coordinator – full time

Role Overview:

The Bike Works Operations Coordinator supports the organization by keeping our wheels turning and our departments connected through essential data processing, office coordination, human resources, and organization-wide operations support. This position reports to the Development Director and collaborates closely with the Executive Director.

Essential Job Functions:

1) Human Resources 25%

- a. Process employee payroll & administer benefits
- b. Manage ongoing staffing initiatives, including hiring, onboarding, retention, and exit interviews
- c. Oversee internal staff collaboration, consensus-building, and dispute resolution efforts
- d. Coordinate regular staff and board meetings, celebrations, and trainings

2) Data Management 25%

- a. Enter donations into our donor database, Little Green Light
- b. Enter volunteer data to accurately record volunteer activity and run volunteer background checks
- c. Set up and process program registrations
- d. Print and mail acknowledgement letters to thank supporters for donations
- e. Pull reports for our bookkeeper and other departments as necessary for accurate record-keeping and reporting
- f. Manage guest registration for our annual fundraiser and other special events

3) Office & Facilities Coordination 20%

- a. Check and distribute the mail
- b. Deposit checks at the bank
- c. Order office and postal supplies, snacks, and other errands as needed
- d. Answer the general office number and answer the door at the office
- e. Manage and update the phone tree as necessary
- f. Coordinate with vendors & repair technicians as needed

4) Communications & Development 10%

- a. Assist with social media, newsletter, & website updates and content creation
- b. Event coordination and support
- c. Collaborate with Development team on fundraising campaigns and community outreach efforts

5) Participation in Organizational Culture, Misc. 20%

- a. Staff meetings, team meetings, 1:1s, other coordination
- b. Email management
- c. Participation in strategic plan implementation
- d. Professional development, trainings, paid time off

Qualifications:

- At least 2 years of work experience in an office setting preferred.
- Proficiency with MS Office and data management.
- Experience with donor databases or other CRMs a plus. (Bike Works uses Little Green Light for donor, volunteer, and program tracking).
- Experience with Adobe Creative Suite a plus.
- Strong interpersonal skills and an ability to communicate effectively in writing, by phone, or in person.
- Attention to detail and accuracy.
- Experience with operations and human resources a plus.
- Commitment to environmental stewardship, social justice, and youth development.
- Ability to maintain confidentiality of sensitive information.
- 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, deadline driven environment.
- Sense of humor, love of learning, and collaborative spirit.

Compensation:

Hourly pay range \$23.50 - \$26.75 DOE; this position is eligible for overtime pay.

All full-time positions are accompanied by \$10,000+ in benefits, including:

- Medical, Dental & Vision Insurance
- 12 days of vacation to start (adding one day for each additional year of work)
- 7 paid holidays, 1 floating holiday, plus a paid holiday recess from 12/24 through 1/1
- 10 days sick leave per year
- Long & Short-Term Disability
- Training & Professional Development for job roles
- Unlimited Orca Card
- EAP Employee Assistance Program
- \$250 reimbursement for any kind of training or continuing education
- \$250 match for employee donations to other nonprofits
- \$250 fitness/gym membership reimbursement
- Discounts on new & used bikes and parts in our Shop
- Retirement match up to \$2,000
- Life Insurance
- Reimbursement for mileage when using your bike for work
- Casual dress code
- Sabbatical policy for 1 month after 5 years

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 and cover letter to development@bikeworks.org. Applications received by 1/23/22 will receive priority consideration. This position is open until filled.