



**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](http://bikeworks.org)

## **Adult Education Coordinator**

### **Position Summary:**

The Adult Education Coordinator facilitates all adult programs at Bike Works. This includes bike repair classes, open shop hours, volunteering, and rides. Position includes working occasional evenings and Saturdays.

**Reports to:** Adult Education Manager

**Classification:** Full Time, Plus Benefits

### **Essential Job Functions:**

1. Administers adult programs and classes
  - a. Teaches onsite bike repair classes and offsite partnership classes to adults
  - b. Co-leads bike rides
  - c. Creates community partnerships and SE Seattle outreach targets with Adult Education Manager
  - d. Maintains a clean and organized classroom and communicates supply needs
  - e. Prepares and organizes program bikes into appropriate onsite storage areas
2. Operates the Mobile Bike Repair Station (BikeMobile)
  - a. Drives the BikeMobile to multiple locations in Seattle to provide pay-what-you-can bike repair in "bike desert" communities without bike shops for youth and adults
  - b. Tracks income and reports daily register totals
  - c. Assists with outreach and communications
3. Facilitates volunteering opportunities
  - a. Facilitates Volunteer Repair Parties and conducts volunteer orientation
  - b. Creates a welcoming and safe environment for volunteers
  - c. Prepares activities for volunteers that build a base of support for Bike Works



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- d. Directs volunteers to tasks based on experience, skills, and organizational needs
  - e. Assists with recruitment, registration, and communications
4. Supports daily warehouse operations
    - a. Reconditions/overhauls used bicycles for resale
    - b. Assesses and sorts donated bikes and parts
    - c. Performs occasional bike donation pick-ups
    - d. Assists with bi-monthly warehouse sales
  5. Works in partnership with Executive Director, Board of Directors, other Bike Works staff, and Key Stakeholders to contribute to the organization's vision, participate in organization-wide programs, and further our goals to be an antiracist organization
    - a. Engages in strategic planning process with staff and board
    - b. Sits on a cross-departmental committee to work on projects to further Strategic Plan
    - c. Regularly attends staff meetings and yearly retreats and occasionally attends Bike Works events

### **Preferred Qualifications:**

- Confident bicycle mechanic and bike rider
- Comfortable with public speaking
- Can work as part of a small team and independently
- Previous teaching experience, especially with marginalized communities
- Previous experience leading bike rides
- Previous experience coordinating volunteers
- Understanding of and interest in antiracism, accessibility, transgender liberation, and other aspects of social justice
- Bi-/multilingual proficiency a plus

### **Compensation:**

Hourly pay range \$26.75; 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)



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- 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

**HOW TO APPLY:**

Email your resume and a cover letter to **[jim@bikeworks.org](mailto:jim@bikeworks.org)**. **This position is open until filled.**