

Programs Coordinator



Description: The Programs Coordinator is the chief manager of programming at Reno Bike Project. The Programs Coordinator reports to the Executive Director, and is responsible for the organization's consistent achievement of its mission through its programmatic objectives. Primary duties fall into the following areas:

Program Development:

- Provide leadership in development of RBP's adult and youth programming including the Biggest Little Commuter Program, Major Taylor Program, FutureCycle Program, Adult Education/Workshops, Membership, Volunteer Coordination, and Outreach Events;
- Ensure that programming represents and achieves RBP's mission and vision;
- Investigate and develop feasible new programming possibilities;
- Maintain a working knowledge of, and respond to significant developments in, the environment surrounding RBP and its mission; and
- Work with staff to ensure that programs are executed successfully and completely in line with mission and vision.

Program Execution

- Create, adapt, update, track, report, and ensure delivery of all programmatic elements;
- Sustain & cultivate partner relationships;
- Consistent outreach & follow up to members, volunteers, program participants, donors, and event attendees;
- Work with staff to recruit, orient, & train volunteers;
- Plan, publicize, stage, ensure execution, track expenses, and report on events including Cyclofemme, Pancake Feed, Bike Valets, Outreach/Tabling, Community Rides, Bike Swap, Freewheels for Kids, Member & Volunteer Appreciation Party, Staff Holiday Party, RBP Anniversary/Birthday, and any other recurring or one-off events;
- Maintain accurate event & program supplies inventories;
- Responsible for event & program materials storage, maintenance, and transportation;
- Communicate with shop staff and to ensure program needs met;
- Work with staff and volunteers to ensure consistent weekly offerings; and
- Assist with additional RBP tasks on an incidental basis.

Communication:

- Advocate in support of the RBP and its vision to agencies, organizations, and the general public;
- Serve as main point of contact for all inquiries relating to programs and events;
- Publicize RBP's activities, events, programs, and goals;
- Be an active member of the Truckee Meadows Bicycle Alliance (TMBA) committee for Bike Week, to the extent that their goals and duties align with RBP's, and;
- Effectively and continually communicate about the status of programming with Executive Director (i.e. finance, volunteer/staff levels, developments), and inform/train staff on any changes.

Administrative:

- Ensure that adequate funds are available to permit RBP to carry out its programs;
- Oversee and approve annual budgets and programmatic spending;
- Oversee reporting and use evaluative feedback to inform developments in curriculums and determine goals;
- Work with the Executive Director to seek out, research, apply for, and manage all feasible fundraising opportunities, and compile all required reporting from federal and foundation granting agencies;
- Ensure volunteers and/or staff for all events and programs; and
- Encourage staff and volunteer development and education.

Schedule: Full-time, 40 hours/week. May be required to work some weekends or outside normal 9-5 schedule.

Compensation: DOE; medical insurance provided by employer.

Qualifications:

- Bachelor's Degree in related field, or 2+ years non-profit experience in program management
- Experience supervising staff and/or volunteers
- Values aligned with RBP's mission, vision, and programming
- Experience with and enthusiasm for serving at-risk populations;
- Ability to successfully balance and prioritize multiple, competing tasks and goals;
- Business writing or grant writing and budgeting experience;
- Comfortable using Microsoft Office Suite and Google Docs, experience with Adobe Creative Suite a plus;
- Any combination of the above skills will be taken into consideration
- Familiarity with basic bicycle maintenance mechanics preferred;
- Some customer service and/or supervisory experience preferred;
- Must have Drivers License and clean driving record;
- Must be able to pass a background check.
- Preference given to Spanish speakers



To Apply: Submit cover letter, resume, and 3 professional/academic references to noah@renobikeproject.org, or in person at RBP.

Reno Bike Project (RBP) is a 501(c)(3) non-profit community bicycle shop and resource for the Truckee Meadows committed to creating a nationally recognized, cycling-friendly community through education, cooperation and advocacy. Our goal is to be a diverse and inclusive workforce that is representative, at all job levels, of the community we serve. This position is available to all, without regard to race, color, national origin, disability, age, sex, gender, sexual orientation, political affiliation, religion, or any other status protected under the law.