



West Kootenay Cycling Coalition
Safely Moving Together

Bike to Work and School Week 2020 **- Coordinator Position -** **Nelson, BC**

The West Kootenay Cycling Coalition (WKCC) is looking for an enthusiastic event coordinator to help us in organizing a successful **Bike to Work and School Week** in Nelson this spring. This annual province-wide event occurs every year during the last week of May and is coordinated by GoByBikeBC. This year it will run from May 25 - 31. While the title focuses on work and school commutes, its broader aim is to encourage community members to choose a bicycle as their main mode of transportation for any or all daily trips they do, including but not limited to grocery shopping, socializing, to and from work/school etc. While some worksites have participated independently, Nelson has never taken on this event as a community before. It is our hope that this year, with an organizing committee in place and an event coordinator on board, we can run an effective, fun, and community building **Bike to Work and School Week**.

Who are we?

The WKCC is an incorporated non-profit society whose purpose is to make active transportation awareness, safety and infrastructure prioritized in Nelson and the surrounding area. Our **mission** is to further the needs of our cycling community through advocacy, guidance and education and to actualize our **vision** for the Kootenays of *Safely Moving Together*.

Our ideal candidate will be:

- A strategic, outgoing and driven event coordinator
- Highly organized and a master of details and deliverables
- An engaging person who is able to effectively manage volunteers
- Friendly, professional, and able to multitask
- Passionate about the role that bicycles can play in building happier, healthier and more connected communities
- Able to engage with Bike to Work and School Week participants
- Flexible, possess interpersonal skills and enthusiasm

Job Description and responsibilities (100 hours)

30 hours during Bike to Work Week (May 25-31 2020). 54 pre-event hours. 16 post event hours. (Where these hours are distributed may be subject to change. Coordinator must be available in Nelson to run the event during this week of 25 May - 31).

The event coordinator will be tasked with the following:

- The planning, running, and reporting of the local BTWW organizing committee meetings in April, May and June (8 hours)
- Meeting regularly with the West Kootenay Cycling Coalition to help with for coordination concerns/guidance (10 hours)
- Training provided by GoByBikeBC (5 hours)
- Liaising frequently with local employers and schools to help encourage participation during BTWW, and providing workplace training sessions on the use of the online platform used to collect data during the week (16 hours)
- creating an event schedule for BTWW and overseeing its success and operation during BTWW by manning the events, recruiting volunteers, recording statistics, ensuring a presentable and professional looking event/station, and reporting (30 hours)
- working with media to promote the event via interviews and advertisements (5 hours)
- Solicit local sponsors to provide prizes to individuals and teams who have registered and are reporting their information online during BTWW, pick up prizes, deliver to winners, draft and submit thank you letter to local newspaper thanking sponsors. (10 hours)
- Compile statistics and complete a final report for the West Kootenay Cycling Coalition summarizing the events and making recommendations on how to improve future BTWW events in Nelson (16 hours)

Compensation:

This is a temporary contract position consisting of 100 hours total. The Coordinator will be paid \$25/hr for a total of \$2500.

Application Details:

To apply, please send a cover letter & CV in a single PDF document to **westkootenaycycling@gmail.com** with '**Bike to Work and School Week Coordinator**' in the subject line.

Applications will be accepted and reviewed up until **noon on Tuesday, March 31, 2020**. Potential candidates will be notified and interviewed from **April 1 - 3** and the successful applicant is expected to begin training on **April 6 or 8**.