



# Bike Host Program Coordinator

## Job Description

We are HUB Cycling, a charitable organization making cycling for transportation in Metro Vancouver better through education, action and events. More cycling means healthier, happier, more connected communities. We're leading the way in increasing the number of cyclists in our urban region.

HUB is looking for someone who:

- Excels as a communicator with strong interpersonal and cross-cultural skills.
- Has a proven track record coordinating and implementing programs within structured organizations.
- Is committed to creating a positive experience for program participants including volunteers and newcomers to Canada.
- Is collaborative and skilled as a liaison between organizations and work teams.
- Believes in the benefits of cycling, and is motivated to be a part of expanding cycling for transportation in Metro Vancouver.

### About the Newcomer Bike Host Program

The Vancouver Newcomer Bike Host Program is a collaborative program between HUB Cycling and the Immigrant Services Society of BC, modeled off of Toronto's CultureLink program. The first of its kind in Vancouver, the program will match recent immigrants and refugees with local "host" volunteers for companionship and cultural orientation to Vancouver's active transportation lifestyle. Newcomers will receive city cycling instruction, and have the opportunity to spend time with their host volunteer getting oriented to Vancouver's cycling routes, rules, and culture, while having fun exploring Vancouver by bike together. The program aims to have two groups of 20-30 host matches completed in 2017, with the possibility of continuing in future years.

### Full Job description:

We are seeking a highly motivated, experienced individual to make this exciting program come to life! The Bike Host Program Coordinator will be the primary HUB staff member overseeing project implementation in collaboration with ISSofBC staff.

### Responsibilities:

Under the direct supervision of HUB's Bike Education Program Manager, the Bike Host Program Coordinator will be responsible for:

- Implementing the project plan to meet contracted deadlines, deliverables and objectives.
- Coordinating logistics of program infrastructure including purchasing a bike fleet, implementing bike storage and loan strategy with ISSofBC, and organizing bi-annual bike maintenance.
- Developing orientation materials and resources; facilitating orientation sessions; coordinating cycling courses for newcomers.
- Recruiting motivated local "host" volunteers from HUB's network of cycling champions, and liaising with ISSofBC staff to match volunteers with newcomers.
- Organizing small-scale events and individual activities for host matches.

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- Providing ongoing support to program matches as necessary to ensure they have positive experiences and maintain match for 3-month target period.
- Conducting follow-up communications with program participants to compile and collect reporting feedback, assisting in report composition.
- Assisting program manager in analyzing data and reporting to funders.
- Assisting with social media and website updates as necessary.
- Ongoing communication and collaboration with the ISSofBC staff team.
- Support additional program tasks as needed and agreed upon with Program Manager.

### Required Qualifications:

- Believes in the environmental, social, and health benefits of promoting cycling to newcomers in Metro Vancouver.
- Skills and ability to get a project off the ground, and see it through from start to finish, including executing deliverables, achieving outcomes and operating within budget.
- Exceptional Interpersonal skills, and intercultural competency; works positively as part of a close-knit team.
- Excellent written and verbal communication skills.
- Experience with volunteer recruitment, training and management.
- Strong time-management and program coordination skills.
- Familiarity with conducting program evaluation.
- Some experience with organizing events for groups of 20-50 people.
- Confidence and efficiency in using computer programs.
- Current criminal record check.

### Preferred Qualifications:

- Lived experience as an immigrant newcomer, and/or experience working with immigrant and refugee communities.
- Facilitation experience, in particular with diverse audiences.
- Experience working in a not-for-profit service organization.
- Commitment to and enjoyment of bicycling in the city.

### Terms:

This is an employee position that includes 2 weeks paid vacation and a comprehensive medical and dental benefits package. *Position Length:* February 20, 2017 - October 31, 2017. *Hours:* anticipated to fluctuate between 20-25 hours/week. *Hourly rate:* \$20/hr.

### How to apply:

Please forward one PDF document that includes a cover letter and resume to [alyshia@bikehub.ca](mailto:alyshia@bikehub.ca). Please include "Bike Host Program Coordinator Application" in the subject line and ensure the file name follows the convention "BHPC17\_Firstname\_Lastname.pdf". Applications due by 9AM on February 6, 2017. No phone calls please. We thank all the applicants for your interest. Only those shortlisted will be contacted for an interview.

