



Your **Cycling** Connection

604.558.2202  
info@bikehub.ca  
**bikehub.ca**



## Job Posting - October, 2017

### **Bike to Work Week Manager**

**35 Hours per week (30 hour option available if preferred)**

HUB Cycling's aim is to get more people cycling, more often. The charitable non-profit uses education, action and events to achieve this mission.

The Bike to Work Week Manager plays a critical role in getting more people cycling more often in Metro Vancouver - and spreading the word about the benefits of bike commuting to the larger community - through the organization of fall and spring Bike to Work Week events and publicity.

HUB Bike to Work Week is the largest of HUB's events. Each spring and fall, Bike to Work Week encourages everyone to bike the daily commute. Over 17,000 people register in Metro Vancouver each year, logging their commutes, winning prizes, and making their community a better place to live, work and play. Thousands more will attend the public events including Launch and Wrap-up Parties, media engagement activities and over 100 motivational Celebration Stations where bike commuters can stop during their morning or afternoon commutes for free giveaways, refreshments, snacks, bike tuning and daily draws.

The Bike to Work Week Manager will be responsible for overseeing event planning and logistics for HUB's Spring and Fall Bike to Work Weeks as well as related events like the Bike to Work Week Fashion Show and the Bike Awards. The Bike to Work Week Manager will also solicit cash sponsorships and in-kind donations while building and stewarding relationships with various stakeholders.

#### **You are:**

- A strategic and driven event manager who loves making the ask
- Highly organized and a master of details, deadlines and deliverables
- An engaging leader who is able to recruit, inspire and effectively manage teams of both seasonal staff and volunteers
- Friendly, professional, creative and able to multi-task
- Familiar with Metro Vancouver's geography, municipalities and business sectors
- Passionate about the role that bicycles can play in building happier, healthier and more connected communities



Your **Cycling** Connection

604.558.2202  
info@bikehub.ca  
**bikehub.ca**



### You excel at:

- Developing and stewarding strong relationships with sponsors, business and community partners
- Planning and executing all details of large-scale events that are fun, exciting, relevant and on-budget
- Overseeing website updates and social media
- Motivating staff, stakeholders and volunteers
- Managing data, maintaining basic statistics and producing engaging reports
- Understanding and completing event-related processes, such as securing permits

### Responsibilities:

- Initiate, maintain and steward corporate and community sponsorships and partnerships
- Complete scheduling, gather supplies, oversee permitting and other logistics for events
- Solicit donations of in-kind prizing, food, drinks, and mechanic services for events
- Ensure consistent event safety and risk mitigation measures are undertaken
- Recruit, train and supervise seasonal coordinators and volunteers
- Oversee the design of engaging marketing materials
- Generate and manage content for the program website
- Oversee program budget management
- Provide event reporting to external partners
- Engage in media interviews
- Increase program offerings, sponsorships and event participation rates
- Raise awareness of cycling as a viable commuter mode of transportation
- Liaise with other HUB Cycling staff as appropriate
- Assist with other program logistics and reporting, as needed

### Qualifications:

- Proven experience in securing funding, sponsorships, in-kind donations and/or grants required
- Event planning and managerial experience required
- Familiarity with social media required
- Valid driver's license required (No need to own a car - we use carshare vehicles to move large event supplies)
- Must work well with deadlines, details and deliverables
- Creative self-starter, able to take initiative and deliver on time
- Able to lead and motivate a team
- Proven verbal and written communication skills, with ability to write clearly and persuasively



Your **Cycling** Connection

604.558.2202  
info@bikehub.ca  
**bikehub.ca**



- Flexibility, interpersonal skills, and enthusiasm are key to success in this position
- Familiarity with website content management preferred
- Love of cycling for transportation preferred

**Perks:**

- A very flexible work environment
- A friendly and supportive team
- Competitive health and dental benefits
- Opportunity to play a key role in making Metro Vancouver more bike-friendly

**Salary:**

\$36,000 - \$42,000 (depending on experience/hours) with competitive health and dental benefits and three weeks vacation (one week pre-scheduled in December)

**Application Details:**

To apply, please send a cover letter & CV in a single PDF document to [jobs@bikehub.ca](mailto:jobs@bikehub.ca) with 'Bike to Work Week Manager' in the subject line. Please name the document `firstname_lastname_BTWWM.pdf` and please include the following information in your application:

- List of events managed
- Sponsorship experience specifics (ie: in-kind and/or cash amounts you have raised)
- A persuasive professional writing sample. This could include a report, sponsorship proposal, blog post, media release, detailed follow-up email, etc.
- Your availability for a short phone interview on Friday November 10th from 9am-6pm

**Applications are due Tuesday November 7th at 9:00pm.**