**JOB TITLE**: *Bike Share Ambassador – West Philly (MANTUA/POWELTON VILLAGE/WEST POWELTON/SAUNDERS PARK/SPRUCE HILL)*

**CLASSIFICATION:** PT/Seasonal (up to 5 hrs/week around bike share launch and community events)

**COMPENSATION**: $1000 stipend

**START DATE:**  2-3 weeks before launch of bike share

**DURATION:** October 2015

**PURPOSE AND GENERAL DESCRIPTION**

The Bicycle Coalition of Greater Philadelphia is a non-profit advocacy and education organization working as part of the Better Bike Share Partnership. Philadelphia will be launching bike share in the Spring of 2015. The Better Bike Share Partnership is working to address various barriers to membership and ensure representation for all Philadelphians.

**REPORTING RELATIONSHIPS AND WORK ENVIRONMENT**

The Bike Share Ambassador – West Philly reports to the Better Bike Share Staff member at the Bicycle Coalition associated with West Philly.

The Bike Share Ambassador – West Philly will:

* Work primarily from home and at community events
* Complete a training during the 2 weeks leading up to launch ($100 compensation)
* Commit to a weekly check-in with Better Bike Share staff (can be via phone)

**DUTIES AND RESPONSIBILITIES: Bike Share Ambassador – West Philly**

* Work to build relationships with community members and groups near bike share stations in Mantua/Powelton Village/West Powelton/Saunders Park/Spruce Hill
* Help to identify community partners that would be good for programming opportunities
* Attend community meetings and events
* Present information about the Bike Share System and bicycle safety
* Guide community members through the sign-up process for bike share membership
* Distribute outreach materials in a variety of ways to promote bike share in Mantua
* Promote station activation events (rides, classes, workshops, demonstrations) in Mantua/Powelton Village/West Powelton/Saunders Park/Spruce Hill
* Provide feedback to Better Bike Share team about the community’s reception of bike share – what’s working? What’s not?
* Commit to a weekly check-in with Better Bike Share staff

**ESSENTIAL QUALIFICATIONS**

The candidate should have the following qualifications:

* Enthusiasm about bike share in Philadelphia
* Ability to communicate effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation.
* Ability to be persistent, professional and creative when marketing and promoting bike share.
* Ability to write and speak in a professional, friendly and accurate manner.
* Ability to stay calm and collected in challenging situations.
* Comfortable presenting information to and engaging large groups with humor and enthusiasm.
* Problem solving skills, creativity, flexibility and self-motivation.
* Passion for active modes of transportation and motivation to share that passion with others.
* A professional appearance and manner in the community and the office.
* Experience bicycling, walking or using public transportation in Philadelphia.
* Commitment to following traffic safety laws and using all appropriate safety gear including helmets, reflective material, etc when riding a bike.
* Punctuality and good attendance.

**DESIRABLE QUALIFICATIONS**

**We prefer candidates with these qualifications:**

* Commitment and previous involvement with community work in Philadelphia
* Fluency in a language other than English, especially Spanish.
* Familiarity with bike sharing systems.
* Previous non-profit or community organizing experience.
* Familiarity with the city of Philadelphia and its layout.

**TO APPLY – Deadline February 20th!**

Candidates should submit a resume and cover letter telling us about yourself and why you would be a great fit for this position. References may be requested as the hiring process moves forward.

Please email applications to: [Katie@bicyclecoalition.org](mailto:Katie@bicyclecoalition.org) OR mail them to the BCGP office: 1500 Walnut St, Suite 1107, Philadelphia, PA, 19102.

If you have questions about the position, feel free to reach out to [Katie@bicyclecoalition.org](mailto:Katie@bicyclecoalition.org).

*The Bicycle Coalition is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.*