

Mechanic/Bike Repair Program Coordinator (part-time/seasonal)

The **Mechanic/Bike Repair Program Coordinator** (“Coordinator”) manages the Boston Cyclists Union’s bike repair programs. They coordinate Bike to Market events, communicate with volunteers to support BCU’s repair programs, conduct community outreach to raise awareness about the BCU’s programs and advocacy, supervise 1 other mechanic and all volunteer mechanics, and perform administrative tasks related to programs, such as inventory management and ordering parts.

Hours: This position is part time and seasonal, ideally from late May until the end of September. Exact start and end date are flexible. Hours will vary somewhat during this period, averaging 30-35/week while Bike to Market is holding events (late June — early September.) Before and after the peak, the Coordinator will work a minimum of 10-15 hours per week to ramp up and wind down the summer repair season.

About the Boston Cyclists Union

Our mission is to transform the streets of greater Boston into equitable and inviting people-centered spaces affording access and connection for every body. We accomplish this through organizing, advocacy, public actions, and holding city and state agencies accountable to build out the network of safe, protected bike infrastructure. We also teach bike repair and hold events to support and grow the bike community.

About Bike to Market

Bike to Market was the first program of the BCU, started in 2010. The goal of the program is to provide free bike repair to people with limited access to bike shops and/or limited income so they have a working bike and are able to ride. We also aim to teach people how to fix their own bikes and recruit Bike to Market participants to engage in the BCU’s organizing work, join as members of the organization and get involved in shaping transportation projects in their neighborhoods.

The program takes place at Farmers Markets in Roxbury, Mattapan and East Boston as well as pop up events at affordable housing developments and community events. The guidance and repair is free and parts are sold at an affordable cost. Bike to Market volunteers and staff teach bike repairs such as changing flat tires and adjusting derailleurs and brakes. We developed covid-safe protocol last summer and will follow those again this summer as needed and determined by the coordinator and BCU staff.

Responsibilities

- o Perform basic bike repair (repair/replace flat tires, adjust brakes and replace brake pads, adjust derailleurs, replace or install bike parts, etc.)
- o Teach basic bike maintenance to B2M participants (this may be adjusted for safety reasons this season)
- o Coordinate volunteers
- o Supervise a second staff mechanic and any volunteer mechanics

- o Manage merchandise sales and part inventory
- o Set up and break down the Bike to Market kit (including lifting some heavy items)
- o Use sign in and google forms to track volunteer and Bike to Market participants
- o Work with BCU organizing staff on the best ways to recruit Bike to Market participants into our organizing work
- o Be in communication via text and email with farmers market site coordinators and other Bike to Market team around any changes to events (weather or other unforeseen circumstances)

Qualifications

- Commitment to the Boston Cyclists Union mission.
- Experience as a professional bike mechanic, or advanced home repair skills.
- Strong interpersonal and relational skills and a commitment to working respectfully with individuals of different races, ethnic groups, socioeconomic backgrounds, and life experiences.
- Ability to work independently and prioritize tasks.
- Desire to work as part of a team, including group reflection, receiving and giving feedback and honoring the strengths/passions of all team members.
- Clear and timely communicator.
- Knowledge and experience using google docs, google forms and Excel.
- Superior problem-solving skills under a high-paced environment.
- Professional, positive, outgoing, friendly demeanor.
- Bilingual abilities in Spanish preferred but not required.

Salary and benefits

- \$18-20/hour salary
- \$50 monthly reimbursement for cell phone usage

How to Apply

Please send a cover letter and resume to jobs@bostoncyclistsunion.org. Please include **"Mechanic/Bike Repair Program Coordinator, YOUR NAME"** in the subject line of the email. In your email, please mention **where you saw the job advertised**. LGBTQI and BIPOC (Black, Indigenous, and people of color) are strongly encouraged to apply.

The Boston Cyclists Union is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender identification, disability status, sexual orientation or political orientation.