

**Working Bikes (WB)
Position Description
Bike Chicago Specialist**

Working Bikes is a 501(c)(3) nonprofit organization that gives donated bicycles new life by redistributing them as tools of empowerment in local and global communities. Countless bicycles are discarded or sit unused in storage across the United States every year. But a bicycle is a vital tool when put to use. Bicycles can provide access to jobs, education, medical attention, and other resources—truly changing the life of an individual, their family, and their community. Since its founding in 1999, Working Bikes has recovered tens of thousands of discarded and donated bicycles from Chicago and the Midwest, and has redistributed more than 100,000 of them worldwide. Twenty-two years into its efforts, Working Bikes is more impactful than ever and excited to continue to grow its impact.

Global Impact: Working Bikes ships thousands of bicycles each year to our partners in countries throughout Latin America and Africa, including El Salvador, Guatemala, Panama, Nicaragua, Uganda, Lesotho, Sierra Leone, South Africa, and Ghana.

Local Impact: Working Bikes has two programs to donate bikes to individuals and partner organizations in Chicago. The Cycle of Power program provides bikes, locks, and helmets to adults in need of sustainable transportation. The Cycle of Peace program provides bikes to youth. Organizations of all sizes partner with Working Bikes to offer their clients access to bicycles, including organizations addressing homeless transition, refugee resettlement, veteran support, community health, youth empowerment, and government institutions.

Overall Description:

The Working Bikes Bike Chicago Specialist (BCS) is the main point of contact and project lead for Working Bikes’ role in the Chicago Department of Transportation’s “Bike Chicago” initiative. The BCS will be maintaining relationships with partners including the City of Chicago, the SAFE Ambassadors, WRD Environmental, West Town Bikes, and The Recyclery to help over 1000/year Chicagoans receive free bicycles in 2024 and beyond. We anticipate Bike Chicago tasks will average to 20 hours per week and anticipate the remainder of the work week will be spent supporting other areas of Working Bikes’ operations.

Responsibilities

% Time Spent	Brief description of key tasks and accountabilities
20%	Inventory, organize, and perform safety checks on Bike Chicago bikes
25%	Move, match, and distribute Bike Chicago bikes
5%	Coordinate and strategize with Bike Chicago partners, plan bicycle and accessories procurement with Shop Manager
50%	Support Working Bikes core mission of giving old bikes new homes as tools of empowerment in local and global communities. Additional duties may include: <ul style="list-style-type: none"><li data-bbox="391 1871 1247 1892">● Loading shipping containers destined for international partners

	<ul style="list-style-type: none"> ● Hosting volunteer nights ● Assisting with bicycle collections ● Helping with the retail storefront
--	--

Qualifications:

The BCS must be motivated by the mission of WB and understand the role which supporting the Bike Chicago program plays on Working Bikes’ strengths and supports the cycling community in the City. Excellent communication and organizational skills are key. The ability to build trusting relationships with a variety of partners will be essential to this role. The BCS should have a strong ability to work independently and direct teams of volunteers and staff at distribution events. The BCS should also have:

- A driver’s license and good driving history
- Knowledge of all types of bikes, parts and bicycle related goods relevant to WB
- Basic knowledge of bicycle mechanics and maintenance
- Aptitude for creative problem solving
- Ability to multitask
- Ability to work in a team and communicate effectively with other staff, partner organizations, and Working Bikes volunteers
- Understanding of the organization’s overall needs, upcoming opportunities, and capacity on a week to week basis (ie, we get really busy around Earth Day!)
- Computer proficiency for use of Working Bikes’ systems based on Google Docs, Microsoft Excel, and Light Speed software
- Spanish speaking preferred

PHYSICAL JOB REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. WB BCS must lift more than 50 lbs bicycles onto shelving and into shipping containers, and work on their feet for long periods of time.

This position is an FLSA non-exempt, non-managerial position in Working Bikes. The Bike Chicago Specialists reports to the Executive Director and works closely with the Bicycle Shop Manager.

COMPENSATION

Starting pay rate for the Bike Chicago Specialist is between \$19.00-\$21.00 per hour, depending on experience and skill set. This is a full time, 40 hour per week position, paid on an hourly basis. Working Bikes offers 10 paid holidays per year, two weeks of paid vacation, and paid sick time accruing at 1 hour per 40 hours worked (6.5 days per year). After 90 days of employment, employees are eligible to join the Working Bikes healthcare plan, with 75% of monthly premiums covered by Working Bikes

The above job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Working Bikes is an equal opportunity employer. Working Bikes does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

Applicants should send a resume and cover letter to jobs@workingbikes.org.