

## **bike works by p:ear – Everybody Bikes! Job Announcement**

In Collaboration with Multnomah Co, Metro & ODOT

bike works by p:ear respects and celebrates the diversity, creativity and strength of the p:ear community. Equity and inclusion are a priority across all parts of our organization. We are committed to using our time and resources to help identify and eliminate disparities based on identity and to promoting equitable access to our programs so we can all live in the world we want for our young people.

**Job Title:** Everybody Bikes! Coordinator

**Position:** Contract Full-Time

**FTE 7/1/2023 – 6/30/2026** Requires occasional evenings and weekends

**Reports To:** p:ear Works Director

**Compensation:** \$55,000 Annually

**TO APPLY:** Please send resume and answers as PDFs to the questions in lieu of a cover letter to [nathan@bikeworkspdx.org](mailto:nathan@bikeworkspdx.org) with “EB! Coordinator” in the subject line. The job will remain open until full. Email only, no phone calls, please – phone calls will not be returned.

1. How will you use bike works by p:ear’s equity statement (see below) to further advance equity within the EB! Coordinator position in East County? Please provide specific examples.
2. Please share a time when you’ve built and maintained strong programmatic relationships with other organizations.

### **EQUITY AND INCLUSION**

We believe in the young people at bike works by p:ear and in their unique, creative and powerful place in our community. In order to help youth live healthy and meaningful lives, bike works must combat the structural and institutional systems and personal attitudes and behaviors that exist to create and perpetuate racial, social, economic inequities in our community.

bike works by p:ear respects and celebrates the diversity, creativity and strength of the p:ear community. Equity and inclusion are a priority across all parts of our organization from programs to administration to personal development. We commit to creating a culture of inclusion, self-reflection, and personal growth. We are committed to using our time and resources to help identify and eliminate disparities based on identity and to promote equitable and inclusive access to our programs. We do this work so we can live in a world where everyone can thrive.

bike works by p:ear is building dynamic relationships based on this understanding. Equity means examining our weaknesses and identifying disparities where they arise. It means aligning with needs and redistributing resources. Equity at p:ear means a thoughtful approach and compassionate action, which includes advocacy in the community and equity education in all areas that p:ear touches and beyond.

Because bike works by p:ear is deeply rooted in compassion – which we define as a relational act of understanding another’s experience while providing a safe space – we commit to deep, program-wide and viscerally equitable practices for homeless and vulnerable youth as they access our programs. We call this love.

bike works by p:ear respects and celebrates the diversity, creativity and strength of the East Multnomah County community. Equity and inclusion are a priority across all parts of our organization. We are committed to using our time and resources to help identify and eliminate disparities based on identity and to promote equitable access to our programs.

## **bike works by p:ear**

The Everybody Bikes! Coordinator will work with the p:ear Works Director who is looking for an experienced mechanic and dynamic individual to help run and expand our Everybody Bikes! free bike referral program through our social purpose enterprise community bike shop in East Portland. In partnership with the Rosewood Initiative, *bike works* supports Portland’s Eastside communities, providing low cost, low barrier access to bike education, repair and sales of refurbished bicycles and parts. Prior community bike shop experience is a big advantage. Our shop is located at 14127 SE Stark St.

## **Job Description**

This position requires an energetic self-starter with excellent communication, leadership and public speaking skills that also has a commitment to contribute to bike works’ mission through our Everybody Bikes! program. As a seasoned bike mechanic, you will oversee and expand our Everybody Bikes! (EB!) Program as well as increase our capacity to partner at community events. Bikes will be procured through community donations or through our partnership with Free Bikes 4 Kids (FB4K). Working with our existing partner The Rosewood Initiative, you will expand the program to include an additional 2-3 organizations to provide free rebuilt bicycles & helmets to youth, adults, & families living in East County. You will be responsible for providing up to 15 bicycles a month for recreational and health purposes, as well as up to 10 commuter ready bicycles for adults, providing fenders, lights, and locks. Additionally, this position will support our SRTS Coordinator and our educational bike fleet, providing quarterly maintenance.

We believe that everyone should have access to cycling for fun, exercise, year-round reliable transportation and the freedom and agency that bicycles provide. Referrals are accepted from our partners on a rolling basis and fulfilled on a first come, first serve basis.

Because systemic racism and inequality denies resources to members of marginalized communities, the Everybody Bikes! program was created to increase access for:

- Youth - People from low-income households - Black, Indigenous, People of Color – Women – Trans - non-binary individuals - Immigrants and Refugees - People experiencing homelessness - People with disabilities

## **Required Qualifications & Competencies**

- Committed to the goals, values and mission of bike works by p:ear
- Thorough bike mechanic skills. Staff management and community bike shop experience preferred
- Experience building trusting, healthy relationships with people and organizations
- Commitment to social justice, racial equity and trauma informed care

- Commitment to building strong partnerships/relationships with the communities of East County
- Excellent interpersonal skills. Must be a positive and strong role model, have a collaborative, team-oriented work style and strong strategic and problem-solving skills
- Highly adaptable sense of humor
- Ability to make and sustain relationships with diverse populations
- Commitment to non-violence and compassionate responses
- Commitment to personal and professional growth
- BBI/UBI or similar certification or equivalent work experience
- Excellent customer service and communication skills
- Able to work independently, problem solve and complete tasks with minimal oversight
- Must possess a valid driver's license
- Bilingual preferred

## **Essential Duties & Responsibilities**

Create avenue for access to bicycles for underserved children, families, and individuals through the creation of 2-3 new core partners

Provide up to 15 refurbished bicycles/month for underserved children, ages 3-18, w/ our core partners

Provide up to 10 refurbished commuter bicycles/month for underserved adults w/ our core partners

Increase our capacity to provide bike education opportunities in the community as well as mechanic support at community rides and bike fairs. Will work to coordinate and provide mechanical support for East Portland SRTS Coordinator and its bike fleet. Additionally, basic bike mechanic education and teaching will be provided as the need arises

Expansion of 2-day classes at Rockwood Library to be quarterly

Increase ridership in East Portland and Gresham through commuter bicycles

### Quarterly Grant Reporting

Keep a list and description of all events, including: Date, Location, Number of Participants or Bikes Serviced, Photos

Record log for number of bicycles worked on (SRTS).

Spreadsheet of all collected data on our referral forms

### SRTS Support

Up to 40 bikes serviced quarterly. This will keep programming fluid, bikes running smoothly, and mostly importantly kids staying safe.

### Events

4-8 SRTS events annually with other CBO's that will include some aspect of bike repair and/or mechanic education and instruction (proper innertube replacement, basic bike care etc).

Provide mechanical support at East Portland cycling events

List and description of all events, including:

Quarterly (2 day) bike mechanic classes for middle and high school students at Rockwood Library Makerspace.

Mechanic support for riders during East Portland Sunday Parkways.

Mechanic support for cyclists during East Portland Bike Fairs.

Program measurement, evaluation, and improvement suggestions

## **About bike works by p:ear**

bike works by p:ear is your go-to repair shop and lead advocate for people riding bikes in East Portland. Founded in 2017, *bike works* is a 501(c)(3) nonprofit working to create a more bike-friendly community by advocating for safe, connected bicycle and pedestrian infrastructure; supporting programs and events that foster a thriving, fun cycling culture; and ensuring that diverse constituencies have a voice in the development of new policies and infrastructure.

Our mission is to advocate for a world-class network of active transportation infrastructure in East Multnomah County that provides equitable access for people of all ages and abilities. Our vision is a safe, convenient, and seamless active transportation network that connects people to where they live, work, and play.

## **Travel**

Travel expected in the Portland/Gresham Metro area for this position.

## **AAP/EEO Statement**

It is the policy of bike works by p:ear to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race,

religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, bike works by p:ear will provide reasonable accommodations for qualified individuals with disabilities.

## **Other**

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Additionally, this is a contract position - taxes will be your responsibility.