

## EMPLOYMENT OPPORTUNITY

Position: Executive Director

Organization: Bikechain (bikechain.ca)

Starting: Immediately

Location: 563 Spadina Crescent, Toronto

### **The Organization:**

Founded in 2005 to provide University of Toronto students with a free educational bicycle repair facility, Bikechain has grown to become the centre of the bicycling community at U of T.

Bikechain operates a free bicycle lending program for students, a free Do It Yourself (DIY) educational repair shop, and bicycle-related seminars and events. Bikechain is a nonprofit corporation whose mandate is to promote the use of bicycles as a form of sustainable transportation, and to provide cycling and bike repair education.

### **The Executive Director Position:**

The Executive Director oversees all of Bikechain's operations and activities. Their responsibilities include the following:

Operations, Education, and Human Resources:

- Maintaining mechanical and teaching standards
- Working with the Shop Manager to hire, schedule, train and manage volunteers and staff
- Working with the Shop Manager to improve sales and maintain relationships with suppliers
- Overseeing and approving inventory and operations expenses
- Following through on targets as identified in Bikechain's Strategic Plan
- Ensuring adequate staffing coverage and operations, including occasional front line customer service and bike repair assistance.
- Ensuring that an open and non-discriminatory environment is maintained within the workspace and at all Bikechain events

Education, Outreach, and Networking:

- Raising the profile of Bikechain within the University by representing Bikechain at outreach events, increasing media attention, and liaising with diverse groups
- Managing organisational communications, including Bikechain's newsletter, website, and social media accounts
- Planning, overseeing, and occasionally leading Bikechain's on- and off-site workshops, seminars, and events
- Creating workshop curricula and promotional materials

Financial and Administrative Management:

- Keeping financial records and ensuring proper accounting standards are being followed
- All organisational bookkeeping

- Liaising with financial institutions, insurance companies, and auditors to ensure efficient operations and meet obligations
- Administering payroll
- Fundraising from both outside grants and on campus resources, including conducting student levy campaigns
- Preparing agendas and reports for Board meetings
- Working with the Board to develop the annual budget
- Assisting the Board with governance, including strategic planning, Board and organizational structure development, and policy and by-law development
- Preparing, reviewing, and honouring agreements, contracts, and memoranda
- Maintaining files and information systems
- Ensuring compliance with legislation governing nonprofit organizations

**Minimum Qualifications:**

- Excellent organization skills and the ability to multi-task
- Excellent oral and written communication skills
- Experience working or volunteering with a cycling-focused nonprofit
- Intermediate to advanced bicycle mechanical skills
- Experience teaching and facilitating
- Experience managing or supervising volunteers and staff
- Experience planning and coordinating events
- Experience in customer service
- Understanding of anti-oppression principles and ability to apply them in a workplace

**Assets, but not required:**

- Post-secondary education in community development, nonprofit management, adult education, or another relevant discipline
- Experience working as a bicycle mechanic
- Experience working within budgets
- Experience hiring staff, and knowledge of human resources legislation and best practices
- Experience working with a board of directors
- Experience in strategic planning
- Experience working with university administration
- Experience working with suppliers
- Experience writing grant proposals
- Experience bookkeeping
- Familiarity with Quickbooks accounting software
- Familiarity with Wordpress

**Terms of contract:**

- Compensation is \$38,000-\$42,000 annually, commensurate with experience
- Contract is for one year with possibility of renewal
- Includes evening and occasional weekend hours

**To Apply:**

Submit your cover letter and resume to the Personnel Committee no later than Sunday, June 25 by emailing bikechain 'at' utoronto.ca, quoting "Executive Director" in the subject line.

At Bikechain, we strive to be an equal opportunity employer, and welcome applications from diverse backgrounds and communities. If you require accommodations during the application or interview process, please email bikechain 'at' utoronto.ca, or call 416-978-6849.

Bikechain thanks all applicants for their interest; however, only those selected for an interview will be contacted.