

Join Capital Bike as an Outreach Ambassador!

We have a fun and dynamic team – and we run some of the biggest events in the CRD!

In this role, you will be helping to engage workplaces and help them build workplace teams for Go By Bike Week. You will be working at events as a member of the hosting organization but also at events running our Bike Valet service. A large part of this job is active and outdoors, but you will also develop fun ways to engage people who ride bikes. We want people to learn about what Capital Bike does and what we have to offer. In this role you will develop and implement outreach activities.

As part of our Outreach Ambassador team, you will learn teamwork, event organization, data tracking, service management, program planning, stakeholder engagement, and much more.

Responsibilities Include:

- Help organize and run Bike Valet
- Assist in the delivery of public engagement activities
- Track outcomes of Bike Valet and engagement work; maintaining records
- Organize volunteers for events
- Research program partnership opportunities
- Assist with program promotion and marketing materials
- Liaise with program partners to develop engagement strategies
- File maintenance; data entry and analysis

Key Skills:

- Enjoy planning, promoting, and delivering activities and events
- Service oriented
- Self-starter able to work independently, take initiative, and meet deadlines
- Enthusiastic. Likes talking to people. Excellent interpersonal skills. Approachable
- Organized, detail-oriented, reliable, and committed to creating positive change
- Ability to work with others collaboratively
- Available for outreach activities, including some weekends
- Enjoys cycling

Details:

Start Date: ASAP

End Date: September 2, 2022

Pay Rate: \$18-22/hour, based on relevant experience

Hours: 35 hours/week

Eligibility: This job is funded through Canada Summer Jobs, and therefore the Candidate must be 15–30 years of age and a permanent Canadian resident, citizen, or refugee

When and How to Apply:

Application Deadline: May 4, 2022

2 positions are available. We are looking to fill these positions as soon as possible. Applications will be considered as they arrive.

How to apply: Send a cover letter and resume to 'Admin@capitalbike.ca'. File should be in .PDF format.