

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 also be running our Bike Valet service, The Locker, at special events. This job is active and outdoors, so expect to ride your bike. 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 deliver and analyze 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 our Bike Valet service
- Help run Go By Bike Week Celebration Stations
- Deliver public engagement activities
- Conduct outreach to large employers and event organizers
- Track outcomes of Bike Valet and engagement work; maintaining records
- Organize volunteers for events
- Research program partnership opportunities
- Assist with program promotion
- File maintenance; data entry and analysis
- Other tasks as required

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 evenings and weekends
- Love of cycling

Qualifications:

- Valid BC Driver's Licence with clear driver's abstract
- Clean Criminal Record Check

Terms:

Contract position starting in May 2024 through to August 2024. There is some flexibility on start and end date of this position, depending on prior commitments. Must have a flexible schedule, due to regular evening and weekend work. 35 hours per week, with flex time

Details:

Start Date: May 2024
End Date: August 2024
Pay Rate: \$21/hour
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: April 18, 2024

4 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.

Hiring Restrictions:

This position is funded under the Canada Summer Jobs program and has several hiring restrictions:

Participants are individuals who (a) are between 15 and 30 years of age (inclusive) at the start of employment; (b) are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and (c) are legally entitled to work according to the relevant provincial / territorial legislation and regulations. International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Note: The availability of this employment is conditional on Capital Bike receiving a Canada Summer Jobs grant.