

JOB DESCRIPTIONS FOR BIKE SHARE EQUITY POSITIONS

Program Coordinator

Our bike share organization is seeking a motivated, entrepreneurial, and enthusiastic individual to introduce and implement the Program in the area. The Coordinator will oversee, coordinate, train the Neighborhood Ambassadors while receiving ongoing support from the Program Leader. The Coordinator must be bilingual and have strong communication and computer skills.

PROGRAM GOALS

- Establish a dedicated group of 100 Program participants, reflecting multiple generations using the system regularly.
- Encourage Program participants to collectively take 1000 rides/month.
- Develop a Program narrative using participant interviews, short films, and photography.

ESSENTIAL FUNCTIONS

- Work as local point of contact for the Program.
- Support successful realization of the Program.
- Organize community events.
- Help guide outreach initiatives with the goal of introducing this program to new individuals throughout the System through different mediums including verbal, written, photo, and film.
- Lead point of contact for Spanish phone customer service help line and in person service for riders in need of assistance.

VALUED SKILLS

- Articulate: comfort speaking to and educating a variety of individuals and age groups within a neighborhood and greater community setting about the Program.
- Creative: motivated to convey the message of bike share to new audiences in a variety of ways.
- Reliability: bike share is a transportation system and dependability is crucial to it and the project success.
- Organized: Ability to handle multiple tasks simultaneously.
- Strong computer skills: Confidence navigating a variety of computer interfaces and smart phone apps.
- Flexibility: Highly-adaptable to changing circumstances and willingness to help out where most needed.