

Educate Advocate Celebrate

CAPITAL BIKE SUSTAINABLE ACTIVE TRANSPORTATION OFFICER

Capital Bike is looking for a Sustainable Active Transportation Officer (SAT Officer) who is interested in developing, promoting and implementing initiatives that will help get more people, cycling to more places more often – helping to improve the overall health of citizens in the region, while dramatically reducing the carbon footprint.

The SAT Officers will report to the Executive Director and work within a fun and motivated team. They will have the opportunity to help develop, promote and implement initiatives such as:

* Victoria’s Pride Parade/Festival where Capital Bike typically leads the parade and provides parade marshals in addition to providing a bicycle valet service;
* Our Truth and Reconciliation Day Ride where Capital Bike profiles residential school survivors and leads a ride of 500+/- riders to the South Island Powwow;
* Our Bike Lending Library available to youth and adults across the region;
* The Capital Region’s largest free event –Go By Bike and Bike To School Week(s) with events in most municipalities, including the West Shore, Sidney, and Esquimalt: and
* Supporting event bike parking at local cultural events across the Capital Region, include coordinating staff, supplies and equipment, managing records and promotion.

Professional development is a key value within Capital Bike and the SAT Officers will have opportunities to build their skillset and to develop skills they possess.

**Responsibilities include:**

* Support the development of programs including research (e.g., partnership opportunities);
* Liaise with program partners to meet deliverables;
* Coordinate logistics, supplies and delivery of equipment to venues;
* Recruit and coordinate volunteers using online systems;
* Assist with promotion/marketing, social media and public engagement activities;
* Track outcomes of initiatives and undertake analysis of results;
* Attend and work at a variety of fun and engaging community events; and
* Administration duties (e.g., documentation, file maintenance and data entry)

**Key Skills:**

* Enjoys planning, promoting, and delivering activities and events in a fun and casual environment;
* Self-starter able to work independently, take initiative, and meet deadlines;
* Enthusiastic and approachable person, who loves talking to people, and has excellent interpersonal skills.
* Reliable, organized, detailed oriented and committed to creating positive change;
* Ability to work with others collaboratively and incorporate feedback;
* Flexible and able to support the team where needed, including the ability to work some evenings and weekends; and
* Capable communicator able to write cohesively. Creativity and ability to use graphic design to create social media and marketing materials is an asset.

**Assets:**

* Experience securing funding, sponsorships, and grants
* Valid CPR/First Aid certificate
* Valid BC Driver’s License with clean driver’s abstract

**Competencies for this Role:**

* **Customer Service** – Customer Service refers to the ability to communicate efficiently and professionally with customers. At work, customer service skills are required to interact with customers on behalf of the employer.
* **Teamwork** - Teamwork refers to the skills needed to interact with other people. At work, people work with others in pairs and in small and large groups to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts and complete other activities that involve teamwork.
* **Communication** - Communication refers to the skills needed to exchange thoughts and information with other people. This exchange can happen by speaking, listening and using non-verbal cues, such as body language or in writing. At work, people use communication skills to talk to customers, discuss programs, explain work procedures, participate in meetings, and other activities that involve verbal visual or written exchanges.
* **Digital skills** - Digital technology refers to the skills needed to understand and use digital systems, tools and applications, and to process digital information. At work, people use digital technology skills to input, access, analyze, organize, create and communicate information and ideas using computers, software, point-of-sale equipment, email, podcasts, web applications, smart phones and other digital devices.
* **Organization and Coordination** – Organizing and Coordinating refers to the skills needed to think through and tackle the details necessary to deliver a program. At work, organization and coordination includes gathering of information (e.g., budget, timing, audience, customer, location, etc.), the creation of lists and plans, sourcing of materials, supplies and equipment, and the recruitment and oversight of human resources needed to deliver an initiative.

**Terms:**

* 8 weeks of continuous employment
* 35 hours/week with scheduled weekend and evening work as needed
* Hourly rate: $22. per hour