



# Edmonton Bicycle Commuters Society

<http://edmontonbikes.ca>

## Mailing Address

PO Box 1819, Station Main  
Edmonton AB T5J 2P2  
info@edmontonbikes.ca

## BikeWorks South

8001 102 St  
Edmonton AB T6E 4A2  
780-433-2453 (BIKE)

## BikeWorks North

9305 111 Ave (SW corner)  
Edmonton AB T5G 0A2  
780-757-9100

## Job Posting

### External Relations Coordinator

**Reports to:** Executive Director  
**Status:** 20 hours per week. Work hours are flexible, but may require some evenings and weekends.  
**Location:** Edmonton and area  
**Wage:** \$17/hr  
**Start date:** Immediately

#### ABOUT THE EDMONTON BICYCLE COMMUTERS SOCIETY

Learn how to fix your bike and ride in traffic. Buy a refurbished bike, or donate an unused one. Meet other cyclists, and help us advocate for a bike-friendly city.

Whether you ride a few times a week, 265 bike-friendly days a year, or year-round, the Edmonton Bicycle Commuters Society (EBC) gives you the tools you need to enjoy cycling. Established as a non-profit society in 1980, EBC operates two volunteer-run community bike workshops, hosts events during Bike Month and all year-round, and represents Edmonton cyclists at City Hall.

#### OBJECTIVE

The External Relations Coordinator, a new position within EBC, will manage the fundraising and external relations efforts for the organization. This will include fostering existing stakeholder relationships and building new ones. Communicating the EBC message and building the EBC brand will be a focus of this role to help build new partnerships and recruit new program volunteers. The Coordinator will develop organization and program collaterals for distribution and promotion in order to help build the membership base. Managing EBC events is part of this role.

#### QUALIFICATIONS/REQUIREMENTS:

- Related post-secondary education preferred
- Demonstrated non profit fundraising abilities
- Skilled communications professional
- Experienced event manager
- Confident public speaker
- Position will require availability for evening and weekend hours
- Travel within the city may be required, so a drivers licence would be helpful

**RESPONSIBILITIES:**

- Fundraising/bursaries
  - Sponsorships/partnerships
  - Research new funding opportunities
- External relations
  - Communications
    - Media, public
    - Social media, website
      - newsletters
    - Information sessions/ public presentations
      - Bike valet, mechanics presence (honorarium events)
    - Facility rentals
    - Bike rack rentals and sales
- Volunteer recruitment
- Event organization
  - EBC events/ Partner events
- Marketing/promotion
  - Development of organization and program collaterals
- Membership coordination
  - Database
  - Member partnership agreements

**APPLICATION**

To apply, please submit a brief cover letter, 2 references and a resume [jobs@edmontonbikes.ca](mailto:jobs@edmontonbikes.ca). Applications will be accepted until a suitable candidate is found.