



Administrative Coordinator - Job Announcement

Consider Biking is a not-for-profit 501c(3) organization; our mission is to get more people bicycling in Central Ohio. Our vision is that the joy of bicycling is experienced by all, and integrated into our environment.

We accomplish the mission through the following external goals:

- Central Ohio is recognized for its world class regional bicycle network that provides infrastructure, education, safety, comfort and convenience for all bicyclists.
- Consider Biking is the primary information resource for bicyclists in Central Ohio.
- Consider biking has the credibility and knowledge to advise and influence decision makers in matters related to bicycling.

Administrative Coordinator

Consider Biking is seeking to fill a part-time, staff position of Administrative Coordinator. This position will have the opportunity to develop into a full-time position as our organization continues to grow. The Administrative Coordinator will be responsible for a wide range of tasks to support the day-to-day operations of Consider Biking ranging from volunteer coordination, database management, social marketing messaging, and light bookkeeping.

Responsibilities:

- Manage the customer and donor database
- Manage the membership program and support the renewal and fulfillment functions
- Manage volunteer needs and coordination
- Manage event registration and light bookkeeping
- Support the administrative needs of the Executive Director and Program Manager
- Support the organization's communications initiatives for real-time messaging
- Support special event activities as needed (e.g. Corporate CEO Challenge, BikeColumbus Festival, etc)

Preferred Qualifications and Experience:

- A strong commitment to Consider Biking's mission and goals, and an understanding of bicycling and transportation issues
- A Bachelor's degree in a relevant field, and/or demonstrated experience
- Experience in customer service, project management, database management, and fundraising or event coordination
- Experience with PC computers, databases, website searches, Word and Excel programs; social media platforms, experience with graphic programs a plus
- Exceptional written and verbal communication skills
- A team player who is willing to demonstrate flexibility in duties and contribute to the exciting growth of the organization
- Enthusiasm about bicycling and a fun disposition!

Compensation:

Pay rate is \$12.00/hour to start, with no benefits at this time. The position will be introduced at 20 hours per week with the opportunity to grow to a full time position.

Application Process

To apply, please provide a resume' and cover letter that explains your interest in the position and summarizes how your experience can ensure professional management of our day-to-day operational affairs. The position will remain open until filled, strongest consideration given to material received prior to April 17, 2010. Electronic submission is required. Send material to jeff@considerbiking.org and place "Administrative Coordinator Search" in subject line.

Consider Biking is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.