

## **Bike Valet Lead**

### **Position**

Bike East Bay is seeking a part-time Bike Valet Lead to support our organization in relaunching our Bike Valet program, which has been on pause since the pandemic started. Bike Valet is a paid service that Bike East Bay provides at community events.

After the initial startup and launch of the program, which this role will support by updating existing documents/processes and hiring Bike Valet Supervisors, this role will be responsible for supporting ongoing bike valet event logistics. Hours will fluctuate throughout the year with Spring and Summer being the busier seasons.

The Bike Valet Lead will report to the Co-Executive Director of People and Operations.

### **Primary responsibilities:**

Initial Program Launch ~ 15 hours/week until June 1, 2024

- Support hiring of up to six Bike Valet Supervisors
- Update Bike Valet Supervisor job description, training, and procedures
- Update bike valet request process
- Update bike valet parking logistics procedures
- Inventory bike valet supplies and prepare/order additional supplies as needed

Ongoing Bike Valet Program Coordination ~ 5-15 hours/week after June 1, 2024

- Manage the bike valet schedule and schedule shifts for Bike Valet Supervisors
- Recruit, train, and supervise a staff of Bike Valet Supervisors
- As needed, work as Bike Valet Supervisor at select events
- Manage relationships for one-off valet contracts; determine event-specific bike valet needs such as site location, equipment, staffing and related logistics
- Identify opportunities for bike valet at large East Bay events
- Maintain valet equipment and materials and coordinate pick-up and delivery with Bike Valet Supervisors
- Review timecards and receipts from Bike Valet Supervisors
- Collaborate with Engagement Coordinator on volunteer needs and coordination

Physical Demands: Ability to lift and transport valet equipment weighing up to 15 pounds; Ability to travel to bike valet event sites around the East Bay.

## **Desired Skills and Experience**

- At least one year of bike valet, event planning, outreach, community organizing, or related experience
- Excellent communication skills, both verbal and written, with the ability to effectively interact with event organizers, volunteers, and the public
- High level of attention to detail and follow-through
- Highly organized with excellent time-management skills
- Experience supervising a team of staff members or volunteers
- An ability to work individually and as part of a team
- Commitment to social and racial justice and to Bike East Bay's mission
- Proficiency in Google Suite
- Valid CA drivers license

Don't check off every box in the requirements listed above? Please apply anyway! Studies have shown that marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application.

## **Compensation & Benefits**

The salary range for this part-time exempt position is \$30/hr-\$33/hr. This position will entail work on weeknights and weekends in order to attend bike valet events. This position is based out of our office located in Jack London Square, Oakland, CA, via a combination of remote work, in-office activities, and on-location duties requiring interaction with Bike East Bay staff and members of the public. Expected start date is April 22, 2024.

Bike East Bay is proud of our passionate, positive, and supportive workplace. We care deeply about each other as co-workers and as full people. Mobility justice is an essential part of our work as bicycle advocates and we are committed to working for [equity and social justice](#). By sharing leadership, supporting each other through challenges, and loudly celebrating our successes, we are stronger as individuals, as an organization, and as a community.

## **Application Process**

Interested applicants should submit a paragraph or two explaining why you're interested in the position and resume via email to [operations@BikeEastBay.org](mailto:operations@BikeEastBay.org). Please include "Bike Valet Lead" and your name in the subject line.

Applications will be accepted until the position is filled. No phone calls please.

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