



## **Program Administrator Job Description**

Bike Walk Alameda has a terrific opportunity for an upbeat, self-starter who wants to contribute to a better environment. We are looking for an organized person to be our Program Administrator. This part-time contractor will handle volunteer and membership coordination and promote Bike Walk Alameda activities.

### **Creating the monthly newsletter**

- Content management
- Manage publishing volunteers

### **Coordinating volunteers**

- Contacting and booking volunteers; for various programs and activities
- Maintaining a list of volunteers and their interests and tracking their hours
- Overseeing bike map distribution, publicity, membership and newsletter volunteers

### **Coordinating and growing membership**

- Supervising the membership volunteers
- Making sure renewals and membership packets are sent

### **Public Relations**

- Maintain full calendar of events
- Publicize meetings on email, Facebook, website
- Keep website and "news" updated

### **Skills Needed:**

- Interest in bicycling and walking in Alameda and Bike Walk Alameda's mission
- Proficient computer skills including word processing, spreadsheets, email required
- Dependable and very organized
- Ability to communicate clearly and effectively, both verbally and in writing
- Ability to work independently
- A high level of professionalism, strong organizational skills, multitasking
- Regular access to a computer, email, telephone and a suitable work environment

- Organized and clever
- Friendly, easy-going, good working with others, outgoing, collaborative
- 1 - 2 years project management experience
- Must be able to work on deadline

**Training:**

Training will be given by a representative of Bike Walk Alameda in all tasks when the position is filled and as needed.

**Time Commitment:**

Approximately **4 to 7 hours per week - 20 hours per month**. We are looking for someone who wants part time work and can commit to this position for at least a year. The weekly hours are flexible, but PA must have a regular work schedule twice a week.

**Pay:** \$22.50 per hour.

**Working Environment:**

**The Program Administrator will provide his/her own home or office and equipment.** PA is expected to write up a short report on accomplishments for the week, each week and send to board.

**Contract Supervisor:**

Lucy Gigli, (510) 595-4690

**Followup:**

Send us an email using the contact form on the right and be prepared to send a resume and cover letter.

**About Bike Walk Alameda:**

Bike Walk Alameda's mission is to make our city a safe and enjoyable place to walk and bike. We support active and healthy citizens by promoting everyday walking and biking in and around Alameda and seek to enhance our environment by removing barriers that restrict our ability to walk and bike comfortably and safely.

We believe in developing positive partnerships in order to accomplish our goals and in educating to reach our goals. By working together, we can enhance the quality of life on the island. Bike Walk Alameda is a nonprofit 501(c)(3) California corporation.