



MARIN COUNTY BICYCLE COALITION

## **Membership & Volunteer Coordinator**

### Marin County Bicycle Coalition

The Marin County Bicycle Coalition (MCBC) is dedicated to promoting bicycling for everyday transportation and recreation. Started in 1998, MCBC represents a broad constituency of bicyclists in Marin County, including road enthusiasts, mountain bikers, commuters, cargo bike riders, families seeking car-free trips, non-motorized transportation advocates, and more. MCBC is a highly-respected partner to government agencies and other organizations.

MCBC works with multiple partners to develop bike and pedestrian infrastructure, including pathways, tunnels, and bridges; and delivers on-road cycling instruction. In the location known as the birthplace of mountain biking, MCBC maintains strong relationships with land managers toward expanding trail access, educating trail users, and providing environmental stewardship volunteer opportunities to the mountain bike community. Through Safe Routes to Schools – a partnership program with Transportation Authority of Marin – MCBC educates children and develops safer ways for kids to bike and walk in their neighborhoods.

### Job Description

Working under the supervision of the Executive Director, the Membership & Volunteer Coordinator has three primary responsibilities:

- Manage MCBC's membership and donor databases and regular communications, mostly through Salesforce. The Coordinator ensures smooth and accurate member/donor transactions through online payment platforms. They team with other staff to grow and engage MCBC's membership through online outreach, member services, and member engagement. (50%)
- Recruit and manage volunteers to support key MCBC events. Recruitment is accomplished through email outreach and direct calling. Volunteer management responsibilities include preparing volunteers in advance and on the day of events like Biketoberfest and the Dirt Fondo. The Coordinator is responsible for ensuring that volunteers understand their roles, are good MCBC ambassadors, and have rewarding experiences. (25%)
- Assist in various fundraising and community outreach efforts, and other miscellaneous tasks, as needed, including greeting office visitors. (25%)

### Key Aptitudes

The Membership & Outreach Coordinator will draw from a wide range of abilities.

To succeed in this position, one must be:

- Fluent in the use of Salesforce
- Experienced with Click & Pledge, PayPal, EventBrite and other online payment platforms
- Well versed in the use of typical online and office software programs; social media experience a plus
- An effective writer
- Highly organized and a good self-manager
- Detail oriented
- Flexible and able to transition between tasks as priorities shift
- Passionate about making bicycling safe, convenient, and more enjoyable for people of all ages and abilities

### Job Details

- Hours & Setting: 40 per week, some evenings and weekends, mostly on-site office
- Salary: Depending on experience, benefits included

### To Apply

Please send a resume and cover letter outlining your interest in the position to [jobs@marinbike.org](mailto:jobs@marinbike.org), with the subject line "Membership & Volunteer Coordinator - Your Full Name." Emails only; no phone calls please.

The Marin County Bicycle Coalition is a an equal opportunity employer.