



192 Spadina Ave, Suite 215
Toronto, ON M5T 2C2
416-644-7188 | cycleto.ca

Outreach Coordinator job posting 2019

About our organization:

Cycle Toronto is a member-supported not-for-profit organization that works to make Toronto a healthy, safe and vibrant cycling city for all. We are focused on advocacy, education and encouragement, as we work to shape policy and infrastructure, and build community to transform our city's cycling culture. We engage a diversity of people in our work, pursuing evidence-based solutions that make cycling a viable option for all Torontonians.

About the role:

We're hiring Outreach Coordinators for the upcoming season, which typically runs from May until the end of October. We'll host on-street outreach stations in June for Bike Month and in October for Get Lit!, run Bike Valet, member outreach, member calls and more. We're looking for energetic, detail-oriented people with a passion for cycling. We carry our tent and supplies with our trusty cargo bike and bike trailers, so a bike in good working order and an enthusiasm for moving things by bike is a must. Outreach coordination requires multi-tasking, organization, and leadership. Our ideal candidates are also professional, collaborative, and comfortable engaging with the public and working with our dedicated volunteers.

Job responsibilities:

- Pick up outreach equipment prior to the event and/or drop off equipment after the event
- Ensure that the equipment travels safely to and from the event, using a Cycle Toronto bike trailer (trailer hitch will be provided)
- Set up and dismantle the Bike Valet parking/outreach area
- Assist in coordinating logistics for upcoming outreach events
- Mentor and direct outreach volunteers during event shifts and training
- Run the information table, handle cash, provide information about Cycle Toronto memberships and effectively engage the community about cycling issues, Cycle Toronto campaigns, and promotions offered by Cycle Toronto's partners
- Take event photos and post on Cycle Toronto social media channels
- Provide feedback and track event attendance and other metrics as required
- Run phone bank nights where coordinators and volunteers make phone calls to members



Safe streets
Healthy city
Vibrant voice

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Candidates:

- Must be reliable, organized and punctual with remote access to phone and email while on duty
- Are regularly available for evening, weekend, and some holiday shifts (this is a must)
- Can demonstrate experience working on teams and/or customer service. Supervisory experience is an asset
- Are empathetic, gregarious and adept at engaging with a broad spectrum of personalities in an inclusive environment
- Have a background/interest in community/city building, politics, transportation, and grassroots advocacy

Terms of employment:

This is a part-time seasonal position at the rate of \$16/hour on contract from May 1 to October 31 2019, with the possibility of extension. Must be available for weekend shift work, with some weekday evening and holiday shifts. Must be in good physical condition and able to lift a bicycle trailer and transport loads by bicycle to various locations in Toronto. Must use a bicycle in good working order and a range of bicycle gears is recommended. All Outreach Coordinators will receive training and must also attend a Cycle Toronto volunteer orientation session. Outreach Coordinators will report to Cycle Toronto staff.

To apply, send your resume and cover letter to work@cycleto.ca with the subject line "Outreach Coordinator" by April 1, 2019. We will aim to hold interviews in the second week of April.

We are committed to supporting candidates that reflect the diversity of our membership and Toronto at large. Cycle Toronto encourages applications from women, racialized people, persons with disabilities, members who live outside of the downtown core, and members of Toronto's Indigenous, LGBTQ+, cultural, religious and linguistic communities.

We thank all applicants for their interest but only those selected for an interview will be contacted.