

Position : Executive Director

Background

La Bikery Co-operative (www.labikery.ca) is a Moncton-based community bicycle centre that aims to foster a sustainable, bicycle-positive environment. We see Greater Moncton as a place where people feel empowered to bring cycling into their daily lives, by being comfortable riding and commuting, and having the skills to maintain and repair their own bicycles. In just over 5 years, La Bikery has quickly grown into a fun, innovative and award-winning organization.

Purpose

The organization is currently seeking an Executive Director. It is a full-time, **contract** position. Under the supervision of a volunteer Board of Directors, the Executive Director will be expected to ensure smooth operation of La Bikery's programs and services, to fill the responsibilities generally mentioned below and report regularly to the Board of Directors. The selected candidate's values should resonate with the organization's mission and vision.

Responsibilities Include:

The Executive Director will be responsible for the management and daily operations of La Bikery.

Responsibilities include:

- Secure financial viability of the organization with direction from the board of directors (includes, grant writing, revenue generating, sponsorships, membership growth, banking, etc.)
- Train and manage volunteers and a small staff (summer students and term positions).
- Manage shop by coordinating volunteers, doing inventory and ordering shop merchandise.
- Ensure general shop maintenance and presentation.
- Manage programs and services such as Recycle-a-Bike, rentals and bike lockers.
- Develop and/or support La Bikery's programs and projects.
- Coordinate events.
- Manage public and media relations through traditional and new medias.
- Work with community partners.
- Engage the membership.

- Report to the Board at monthly meetings and as required.

Experience/Qualifications:

- Entrepreneurial and self-motivated.
- Adaptive and innovative thinker.
- Outgoing, friendly, highly organized person with interpersonal communication, coordination, and supervisory skills.
- Previous work or volunteer experience in community-based organization
- Able to work collaboratively with Board of Directors and volunteer members
- Bilingualism is a definite asset
- Skilled in bicycle mechanics and general knowledge of bicycle parts and tools an asset.

Compensation: Contract position with added bonus, compensation varies based on qualifications.

Applicants should send their resumé to [hiring@labikery.ca](mailto: hiring@labikery.ca) by February 16, 2018.