



JOB TITLE: Women Bike PHL Intern

LENGTH OF JOB: June 1, 2016 – August 31, 2016

HOURS: 10 hours / 13 weeks

PAY: \$15/ hr

PURPOSE AND GENERAL DESCRIPTION

The Bicycle Coalition of Greater Philadelphia (BCGP) is offering a summer internship placement. This position will primarily focus on coordinating Women Bike PHL activities including rides, classes, and social events.

REPORTING RELATIONSHIPS AND WORK ENVIRONMENT

The Intern reports to the Education Director, Megan Rosenbach.

The Women Bike PHL intern will:

- Work out of the Bicycle Coalition of Greater Philadelphia office between the hours of 9 am to 5 pm.
- Work outdoors and on weekends and evenings for classes, rides, and events

DUTIES AND RESPONSIBILITIES

- **Programming:** Working with other BCGP staff and WBPHL volunteers, coordinate at least:
 - 1 women only Urban Riding Basics class per month from June to August
 - 1 women only group bike ride per month from June to August
 - 1 Happy Hour per month from June to August
 - Weekly Women Bike PHL Coffee Clubs on Wednesdays
 - Additional events per the needs and interests of group members and the Women Bike PHL intern!
- **Communication**
 - Moderate the Women Bike PHL Facebook group
 - Maintain the Women Bike PHL calendar on the BCGP website
 - Publicize Women Bike PHL events
 - Create and send 3 monthly Women Bike PHL newsletters
- **Fundraising**
 - Work with Membership Coordinator Katie Beth Pinder to engage Women Bike PHL group members to become Bicycle Coalition of Greater Philadelphia members

TO APPLY: Please send a resume and brief cover letter to katie@bicyclecoalition.org