**Job Title:** Bicycle Coalition Youth Cycling Part-Time Bike Mechanic  
**Department:** Education  
**Supervisor:** Malaku Mekonnen  
**Status:** Part-Time, Contract  
**Pay:** $18-20 per hour depending on skill level

**PURPOSE AND GENERAL DESCRIPTION**  
The Bicycle Coalition of Greater Philadelphia (BCGP) manages the Bicycle Coalition Youth Cycling (BCYC), a youth program that fosters healthy habits, independence, and leadership in Philadelphia youth through the sport of cycling. In order to maintain a fleet of 200+ bikes for our youth to use across the city, we are looking for a Part-Time Mechanic to join our team.

**REPORTING RELATIONSHIPS AND WORK ENVIRONMENT**  
**BCYC Part-Time Mechanic**  
- Works as an independent contractor (1099), reporting to the BCYC Program Manager and working closely with the BCYC Program Coordinator.  
- Works primarily out of the BCGP Education headquarters at the Sedgley Porter House office and, occasionally, at our school sites.  
- Timeline: Contract runs February-November 15, 2022. The needs for a mechanic fluctuate throughout the season. Heaviest loads are in February/March, June, August/September.  
- Contractor will receive request for work via email and must respond within 48 hours to confirm and schedule their work and be available to fulfill bike maintenance requests within 2-4 calendar days.  
- Contract not to exceed 750 hours or $15,000.  
- Contractor paid monthly as invoiced.

**DUTIES AND RESPONSIBILITIES**  
**Bike Repair & Inventory Management**  
- Fix bikes in need of repair: Mountain bikes, Road bikes, Cross bikes  
- Prioritize bike repairs based on school site needs.  
- Manage winter core bike overhauls.  
- Keep an active fleet log noting location, status, and rider of all bikes in the fleet. Regular Salesforce database and Google Drive maintenance.  
- Manage bike inventory process, including storage and ordering tools and components.  
- Manage inventory and organization of bike related equipment and set-up system for selling bikes and equipment.
● Host drop-in maintenance days with All Stars to repair bikes that remain in youth’s possession year round, if additional time available in contract.
● Support bike yard sales throughout the year, if additional time available in contract.

QUALIFICATION AND SKILLS
The ideal candidate for the BCYC Mechanic role is someone who has a passion for and experience with both bicycle mechanics and investing in youth. Candidates should also be confident that their skill sets and talents are a match for all of the following categories that are essential to BCYC’s success:

● BICYCLE MECHANICS: The ideal candidate brings an intermediate-advanced level of experience as a bike mechanic, leaving them competent as the head of our inventory and maintenance. The candidate should have the ability to quickly assess and repair mechanical problems on a variety of bicycles and be prepared to oversee a well stocked and operational shop space.

● ORGANIZATIONAL SKILLS: The mechanic will have superior organization skills, including attention to detail in maintaining an up-to-date inventory of bikes.

HOW TO APPLY
All interested candidates should send the following to Malaku@bicyclecoalition.org

● An up-to-date resume
● A short email explaining why you are interested in working at BCGP and describing your bike mechanic experience and experience working independently.
● Three professional references.
● Clearances will be requested as the hiring process proceeds.
● Email subject should read: “[last name] BCYC Part-Time Mechanic Application”.
● Applications will be accepted and reviewed on a rolling basis.
● Individuals who identify as Black, Indigenous, or Person of Color are strongly encouraged to apply.
● Applications received by January 21st, 2022 will be prioritized.

We thank all applicants; we will contact only those selected for an interview.

The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.