

Bicycle Alliance of Minnesota Job Announcement Administrative Assistant

Status \ Part Time, Hourly for approximately 20 hours per week

Reports to \ Supporter Relations Manager

Key Relationships \ Executive Director, board of directors

Salary \ \$18 per hour, paid electronically each month

Location \ Minneapolis, MN. Main office with ability for remote work.

Hours \ Flexible. Will require at least (3) half regular business days (M-T between 9-5) in the office as part of standard schedule. Will involve some evenings and weekends for events and meetings.

Travel \ Minimal travel required. Maximum of quarterly statewide trips for events and meetings.

WHO WE ARE + WHAT WE DO

For more than a decade the Bicycle Alliance of Minnesota (BikeMN) has been a leading statewide nonprofit comprising nearly 10,000 annual supporters from 200 communities throughout the state, hundreds of local leaders and educators, and a team of ten full-time-equivalent staff.

Mission: The Bicycle Alliance of Minnesota engages people, provides education, and advocates for biking and walking.

Vision: We envision a Minnesota where every person everywhere can easily walk, bike, and roll as ways to move in daily life.

BikeMN has long worked using a systems change approach of engagement, education, planning, and advocacy that values every person having access to daily movement (mobility). We believe in mobility that puts human life and health first. While our headquarters are in Minneapolis, our staff and board of directors live throughout Minnesota. Learn more at www.bikemn.org.

Our culture is one of justice, passion, fun, and flexible, resourceful work. BikeMN is deeply committed to anti-racism, inclusion, and equity in our programming and workplace. As we grow, we will intentionally build a team that reflects the ethnic, racial, and cultural diversity of people who walk, bike, and roll in Minnesota. BikeMN seeks individuals who are black, indigenous and people of color to apply.

Our Big Vision

- All people experience safety: traffic safety, freedom from community violence, enforcement strategies that are equitable and support walking, biking, and rolling.
- The culture of getting around values walking, bicycling, rolling, and riding transit by default and instead of defaulting to cars.
- People of color, especially Black and Indigenous communities, have access to vital daily movement.
- BIPOC communities have the tools, voice, and support to advocate for better bike and walk policies and infrastructure.
- Rural, urban, and suburban communities thrive due to connected routes that support all ages and abilities.

- Biking and walking are a critical climate mitigation strategy to sustain a healthy planet and community.

HOW YOU'D FIT IN + STAND OUT

The Administrative Assistant is a new role at BikeMN and poised to be central to the successful growth of the organization. You will be the go-to person for all (physical) office duties from accepting deliveries to handling mail, processing donations, memberships, and event registrations, and making sure our organization's home is ready for whatever is needed next.

PRIMARY RESPONSIBILITIES + EXPECTATIONS

The Administrative Assistant will be an integral team member working across most of BikeMN's core programs with a central focus on assisting the Supporter Relations Manager with memberships, donations, office management, and events. This support will include data collection and entry, printing and mailing donation receipts, merchandise, and handwritten thank you cards,, and other core program functions. A great candidate is a self-starter who is detail oriented, organized, and able to work independently and anticipate the needs of those around them. Knowledge and lived experience regarding biking and walking is a plus.

Administration

- Designated office lead: office organization, supply orders, deliveries, technology for meetings
- Processing daily mail
- Mailing support coordination
- Work with other staff to distribute agendas, attachments, and invitations and schedule and host the Zoom video conference for all meetings
- Record, prepare and disseminate meeting minutes
- Basic book-keeping, including managing bank deposits

Development + Membership

- Maintain donor records, including donor database and grant records
- Coordinate mailings and other donor communications
- Track deadlines for grant reports and schedules for applications
- Administrative support as determined by program

Events

- Coordinate event calendar and documentation to ensure proper planning and execution of recurring events
- Scour the web/social media for bicycle-related events to add to the bikemn.org event calendar
- Check in with BikeMN chapters quarterly to ensure BikeMN is promoting their events
- Provide administrative, logistical, and clerical support for events as needed, including registration
- Offer suggestions for BikeMN engagement and encouragement campaigns

THIS JOB IS FOR YOU IF YOU....

- Live/ love to be a part of and see a high-functioning team be successful
- Enjoy fundamental and repetitive administrative tasks that don't require tons of energy or thought
- Get excited about making and completing checklists

- Find joy in problem-solving//finding solutions
- Embrace a schedule that meets the needs of the org, including some evenings and weekends
- Are proficient in Microsoft Office and Google Suite
- Have experience and understanding of databases/ CRMs
- Are comfortable communicating using Zoom and Slack

Ready to Lead + Have Skills Needed-- We need a dedicated team member who will support the success of our organization and team as we grow. You find reward and meaning in simply getting things done each day.

Personable—Appreciation for communicating by Slack, Zoom, phone, and/or email for a significant portion of your work days but enjoy working with others in an office environment.

Detail Lover—You take pride in the accuracy of your work. Using spreadsheets and lists to meet goals brings you joy.

Relational—To be successful in this role, you will be motivated by and enjoy developing meaningful professional relationships with each member of the team and many of our volunteers and supporters.

Unflappable—Our current pace of growth may feel highly intense at times; we need a person committed to creative problem-solving while consistently and accurately performing regular work responsibilities.

Diplomatic—You must be able to balance competing priorities and requests without compromising our organization, its integrity, and the accuracy of its data.

Team Player—Our success is based on what we do together; we need someone who enjoys working with internal and external teams to meet deadlines and achieve goals.

WORK ENVIRONMENT

BikeMN's headquarters in Minneapolis, Minnesota. BikeMN has a hybrid work environment and work location and requirements vary by role and task. For remote work, our staff may work anywhere where they can get access to phone and internet and are available for calls and work time during Central Standard Time. (Minnesota). This position will be able to work remotely and will have task responsibilities that will require in-person and in-office work.

BIKEMN'S COMMITMENT TO ANTI-RACISM +RECRUITING

In the past, we've used equity and inclusion language to express our social justice values and our intention to build a team that reflects the racial diversity of the people across Minnesota. Like many organizations, we've recognized how passive and ineffective this has been at overcoming the effects of systemic racism that have impacted the workforce for generations. Many things need to change, including the dialogue we have with job seekers.

To that end, we share the following: As we grow, our commitment is to intentionally build a team that reflects the ethnic, racial, and cultural diversity of the communities we serve, knowing that negative health and environmental impacts disproportionately affect persons of color. This means significantly increasing the Black, Indigenous, and People of Color (BIPOC) on our team by seeking individuals who identify as a part of BIPOC and LGBTQIA2S (i.e. lesbian, gay, bisexual, transgender, queer, intersex, allied, Two Spirit) communities to apply. We will not close the search until the candidate pool is 50 percent People of Color.

We believe that these life experiences and perspectives are critical to advancing our vision that every person, regardless of background or ability, can walk, bike, or roll as a part of their daily life. In an increasingly divided and climate-changing world, this work is more important than ever.

Our current team race and gender identity demographics are as follows (based on full-time staff). Our people may have checked more than one category since their identities fall into multiple categories.

Black	0
Indigenous	0
Latinx	0
Asian Pacific Islander	1
Middle East/ North African	0
White	6
Women	2
Nonbinary	0
Trans	0
Men	4

APPLYING FOR THE POSITION:

TO APPLY: Fill out this [online form](#).

Qualified applicants will receive a reply within five business days to schedule a conversation.

Position open until filled. Start date flexible—ideally someone will begin on or before by March 1.

COMPENSATION + BENEFITS

\$18 per hour for approximately 20 hours per week, paid electronically every month

Benefits include flexible schedule- including health, dental, disability and life insurance, paid vacation, sick time and holidays. Simple IRA employee contributions are eligible with no waiting period and with BikeMN match up to 3%.

BikeMN COVID-19 approach: BikeMN is currently a hybrid work environment depending on the role and tasks. This is reviewed on a periodic basis with staff provided 30 days of notification of any changes. Work environments may include: work from anywhere, work in person / in office, and work in the community. In accordance with BikeMN's duty to provide and maintain a workplace that is free from known hazards, its commitment to health and safety, and the concerns of its community, we have adopted a mandatory COVID-19 vaccination policy to safeguard the health of our employees and clients. This policy will comply with state and federal law, and is based on guidance from the Centers for Disease Control and Prevention (CDC) and local health authorities, as applicable and as updated from time to time. As an eligible state and federal contractor, BikeMN will comply with the COVID-19 vaccination requirement for all federal contractors and continue to follow the CDC guidance as it relates to vaccinations and booster shots. Reasonable accommodations will be considered on a case-by-case basis. BikeMN will ask for proof of vaccination as a condition of employment.

Non-Discrimination: BikeMN will not discriminate against or harass any employee or applicant for employment because of race, sex, gender identity, religion, national origin, age, marital status, disability, pregnancy, veteran status, citizenship, genetic information (including family medical history) or any other characteristic protected by federal, state or local law.