

Job Description – Bike & Build Alumni Council (AC) Member

Bike & Build, as part of an organization-wide strategic initiative, has launched formal alumni programs to better engage our alumni, further our mission, and build a stronger and more robust organization. The Alumni Council is a group of 6-10 alumni, with two serving as co-presidents and 4-8 as members at large. The AC leads the conception, planning, and implementation of these initiatives in conjunction with Bike & Build's staff and board of directors.

Bike & Build is now looking for several committed alumni to join the current Alumni Council and replace departing members.

Position summary:

Engage alumni with the organization; plan and coordinate alumni programming.

This is a volunteer position and is unpaid. Bike & Build will reimburse Council Members for all reasonable expenses incurred in conjunction with fulfilling their duties. Expected time commitment: 6-8 hours/month.

Term length:

2 years

Position detail:

The AC will work with Bike & Build staff and board members to develop programming; help devise, structure, implement, and monitor AC projects to involve alumni and further Bike & Build objectives; and serve as liaisons to the Bike & Build Alumni Council and staff. The Alumni Council will be the voice of Bike & Build's alumni, and will be proactive about soliciting feedback on projects and events that the AC coordinates.

Alumni interested in the position should be able to meet the expected time requirements of 6-8 hours per month. Necessary skills and qualities include passion for and knowledge about Bike & Build and its mission, good time management, the ability to communicate effectively to different groups of people, and an enthusiasm and willingness to pitch in as necessary to keep the Alumni Council running smoothly.

To Apply:

Interested candidates should submit the following materials to zmenchini@bikeandbuild.org as soon as possible, and by November 11th at the latest. Please include "AC Member Application" in the subject line.

1. Current resume (be sure to include previous jobs or activities that would be relevant to this position). If not included on your CV, indicate your Bike & Build experience (trip name, year, whether you were a leader, any other affiliation with Bike & Build).
2. Brief description (approximately 250 words) of why you are interested in the position and why your professional and personal skills support your candidacy for the AC Member position.
3. Contact info - email and phone, and current/expected geographic location.

Council Members will be expected to begin work immediately after selection.