

Job Description – Bike & Build Regional Alumni Coordinator (RAC)

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 network of Regional Alumni Coordinators (RACs) plans and implements alumni programming on a local level, as directed by the Bike & Build Alumni Council.

Bike & Build is now looking for several committed alumni to serve as Regional Alumni Coordinators.

Position summary: Engage alumni; plan and implement alumni programming like rides, social events, and build days.

This is a volunteer position and is unpaid. Bike & Build will reimburse RACs for all reasonable expenses incurred in conjunction with fulfilling their duties, though Bike & Build will not pay for expenses incurred in the production of local events. Expected time commitment: 2-3 hours per month.

Term length: 1 year

Position detail: RACs will work with Bike & Build Alumni Council and staff to develop programming; help devise, structure, implement, and monitor events to involve alumni and further Bike & Build objectives; and serve as liaisons to the Bike & Build Alumni Council. RACs will be supported by the Alumni Council, but are expected to act and make decisions independently.

Alumni interested in the position should be able to meet the expected time requirements of 2-3 hours per month. Necessary skills and qualities include passion for and knowledge about Bike & Build and its mission, the ability to communicate effectively to different groups of people, and an enthusiasm and willingness to coordinate local events and meet other alumni.

To Apply:

Interested candidates should submit the following materials to zmenchini@bikeandbuild.org as soon as possible. Please include "RAC 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 letter of interest (250 words maximum).
3. Contact info - email and phone.
4. Geographic region(s) in which you are interested in helping coordinate.

Regional Alumni Coordinators will be expected to begin work immediately after selection.