

## Seasonal Events Manager

**Positions Available:** One Part-Time Position, Hourly, Seasonal

**Location:** Pittsburgh, PA

**Reports to:** Director of Marketing & Community Outreach

**Deadline:** Open until filled

**Compensation:** \$22 per hour, 20-30 hours per week, March - October 2024

### About Bike Share Pittsburgh

Bike Share Pittsburgh is a 501c3 nonprofit organization that operates Pittsburgh's station-based electric bike share program, POGOH. POGOH's pedal and e-assist bikes are available 24/7 at stations across Pittsburgh. Our organization is made up of multiple departments dedicated to providing the best mobility option for Pittsburgh. Bike Share Pittsburgh is driven by a social mission to provide a joyful, sustainable, and affordable mobility service for all residents and visitors.

### Bike Share Pittsburgh Experience

Bike Share Pittsburgh has a shared open office space located near the Doughboy statue on the 33rd block of Penn Avenue in the Strip District. We have a mix of folks working remotely, in-person, and hybrid schedules depending on job requirements. The staff is small, so each role at Bike Share Pittsburgh requires focus, hard work, and (most importantly!) teamwork to provide our customers with a joyful experience riding bikes. We *all* take pride in POGOH. In our downtime, we ride bikes and spend time supporting others in our community.

### POSITION DESCRIPTION:

Bike Share Pittsburgh seeks a highly motivated Events Manager to advance POGOH's event calendar and outreach initiatives as well as manage part-time, seasonal outreach representatives. This person will be responsible for the development of POGOH's event calendar, the design and implementation of successful events that grow awareness and ridership of POGOH, and manage the Pittsburgh Bike People outreach team. The right candidate will be enthusiastic about connecting with POGOH riders and Pittsburgh community members, and able to frequently attend meetings and events on evenings and weekends.

### DUTIES & RESPONSIBILITIES:

#### Event Management

- Assist the Director of Marketing & Community Outreach in setting strategy and goals for all of POGOH's events
- Organize and support all of POGOH's annual events from planning through implementation



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- Explore opportunities to strategically expand event offerings
- Identify partner event opportunities
- Create, test, and evaluate event engagement tools
- Evaluate event performance and create event reports

#### **Outreach & Engagement:**

- Manage the Pittsburgh Bike People, a team of 15+ seasonal employees who represent both POGO H and BikePGH at community Events throughout the city
- Attend outreach events throughout the city
- Develop strategies and implement projects that enhance community engagement

Additional tasks as assigned

#### **SKILLS & QUALIFICATIONS:**

- Creative vision
- Excellent interpersonal communication skills
- Organized with excellent follow-through
- A minimum of 3 years of experience in event planning and coordination
- Some management experience preferred
- Ability to attend evening and weekend meetings and events across the city
- Enthusiasm for bike share and other alternative transportation systems
- Skilled at problem solving and negotiation
- Culturally aware and comfortable working with diverse populations and stakeholders across the city
- Understanding of structural barriers to equitable participation in biking and bikeshare
- Able to lift and move 50lbs
- Hand-eye coordination and manual dexterity are needed to set up tables, chairs, tents
- Able to ride a bicycle
- Proficiency with Google and Microsoft Suites

#### **ADDITIONAL REQUIREMENTS**

- Reliable transportation to and from events including all supplies needed for tabling opportunities
- Availability on evenings and weekends
- Availability to work all three OpenStreetsPGH events, PedalPGH, Bike to Work Day, and POGO H's End of Summer Roll Up (May 17, the last weekend in May, June, July, August, and September)



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**A few of the benefits we offer:**

- Free, unlimited bike share membership
- Professional development opportunities
- Dog-friendly office
- Regular team building outings and events
- Wholesale bike parts

**To Apply**

Please send your **resume, cover letter, and three professional references** to [jobs@pghbikeshare.org](mailto:jobs@pghbikeshare.org). Please include "Events Manager" in the subject line.

*Bike Share Pittsburgh is an equal opportunity employer committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.*