



Bicycling Outreach Associate

Job Type: Part Time, Seasonal, Temporary, Benefits Ineligible

Positions Available: 12

Application Open: January 10 - March 8

Final Offers Sent By: March 22

Job Timeline: April – October 2024

Compensation: \$17 per hour, minimum work requirements:

- All mandatory events (see additional requirements)
- Work at least 1 event per month April & October
- Work at least 3 events per month May - September
- Attend all monthly team meetings (third Wednesday of the month)
- Attend Event Specific Meetings & Trainings

Reports to:

- Events Manager at BikePGH
- Director of Marketing & Community Outreach at Bike Share Pittsburgh

ABOUT BIKE SHARE PITTSBURGH & BIKEPGH

Bike Share Pittsburgh is a 501c3 nonprofit organization that operates Pittsburgh's station-based electric bike share program, POGO H. POGO H'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.

BikePGH is a 501c3 nonprofit organization transforming our streets to make biking and walking commonplace for all Pittsburghers in order to improve our quality of life and reduce the harmful effects of car dependence in our communities. We envision a Pittsburgh where people can thrive without needing to own a car – making Pittsburgh a world class leader in clean, affordable, and convenient transportation.

POSITION DESCRIPTION

The Pittsburgh Bike People are community outreach representatives created to form a unique collaboration between Bike Share Pittsburgh (POGO H) and BikePGH. The Pittsburgh Bike People will break down barriers to bicycling and provide local resources to persons regardless of where they ride, what they ride, and where they're at on their bicycling journey. The Bike People will serve as both local cycling enthusiasts and the first point of contact for community members at in-person events whose primary purpose is to answer questions & share information, to get folks on bikes, and get those folks who are already biking, biking more!

We are seeking friendly faces to talk with the public about biking and walking in Pittsburgh, to provide local bicycling resources and education, to share information about POGO H & BikePGH events and programming, and encourage membership sign-ups and renewals for both POGO H



and BikePGH. Bicycling Outreach Associates will also work in collaboration with full-time staff from both organizations on outreach efforts and event execution, including setup and tear down, at large-scale events such as Le Tour de Donut, Bike to Work Day, OpenStreetsPGH, PedalPGH, End of Summer Roll Up, and Bike or Treat.

DUTIES & RESPONSIBILITIES

- Represent both POGO H & BikePGH as the “Pittsburgh Bike People” at outreach and engagement events.
- Staffing of outreach events, including setup, tabling, bike valet operations, membership sales, merchandise sales, and email signups.
- Staffing POGO H stations to manage bike valet during large events and game days
- Transport outreach materials to events, which may include tables, tents, chairs, brochures, bike maps, flyers, swag, etc.
- Communicate the benefits of biking in relation to the community, personal health, environmental impacts, and the first/last mile of transit.
- Provide enthusiastic, friendly, and passionate service for riders of all kinds, ages, abilities, and backgrounds.
- Distribute educational materials.
- In-person membership asks and sales.
- Email list building.
- Spread the word about POGO H & BikePGH events and programming.
- Communicate the value and benefits of BikePGH & POGO H memberships.
- Physical set-up and operations of potential bike valets and tabling events.
- Maintain organized shared space including outreach materials, bins, and shelves.
- Attend virtual bi-weekly team meetings.
- Attend all training events and on-going in-person team building activities, TBD.

Additional, optional opportunities will be made available with additional training requirements, ie OpenStreetsPGH Hub Managers and Adaptive POGO H attendants.

QUALIFICATIONS

- Great customer service skills. Being comfortable talking to people is a must. We'll provide you with the resources you'll need to answer peoples' questions.
- Detail-oriented and highly organized.
- Culturally aware and comfortable working with diverse populations and stakeholders across the city.
- Comfort in asking people to become members of BikePGH & POGO H.
- Passion for bicycle and pedestrian advocacy.
- Willingness to be outside (rain or shine).
- Awesome problem-solving skills.
- Ability to clearly communicate and provide instructions to others.

WORKING CONDITIONS / PHYSICAL DEMANDS

- Varied activities, including sitting, reaching, bending, lifting up to 50 lbs, pushing/pulling, walking.
- Hand-eye coordination and manual dexterity are needed to set up tables, chairs, tents.



ADDITIONAL REQUIREMENTS

- Reliable transportation to and from events including all supplies needed for tabling opportunities
- Availability on evenings and weekends
- Availability to attend all monthly meetings (third Wednesday of the month)
- Availability to attend evening training on either April 3 OR April 4
- Availability to work the following **mandatory** events:
 - Le Tour de Donut, April 20
 - Bike to Work Day, May 9
 - All three OpenStreetsPGH events, May 18, June 29, July 27
 - PedalPGH, August 24 (set up) & August 25 (event day)
 - End of Summer Roll Up, September 7
 - Bike or Treat, October 26

Apply Today:

If you have questions, you may contact us at 412-621-0464 or jobs@pghbikeshare.org

Scan the QR code below to fill out the application form.

