

# Job Description: Pedaling Minds Part-Time Event Coordinator

***Are you driven to help small organizations do good work, very organized, and motivated to ensure families in all communities can ride bikes? If this speaks to you, please consider this part-time opportunity!***

## **Pedaling Minds**

Pedaling Minds is a 501(c)3 non-profit organization and was founded by Olympian Mike Friedman. Pedaling Minds' mission is to help every person have fun riding a bicycle with control and confidence. Pedaling Minds was established in 2017 and has helped over 1,500 children. We believe in the power of biking to be a positive influence in anybody's life. From individual confidence to special family memories, biking changes lives for the better. Yet many people don't know how to ride a bike OR they struggle to learn and never really attain the confidence needed to make biking a lifelong practice. Our expertise addresses this problem and we are excited to be in a growing and expansion phase.

Pedaling Minds has big plans. In the next few years, we hope to centralize our operations, create a series of satellite training locations, establish a digital platform for lessons, and create a training program for aspiring trainers. All our activities are focused on elevating our core competency: building confidence and control along with the skill set to enable people to ride for a lifetime.

We are currently looking for a part-time Event Coordinator. This individual will work with our executive committee and in particular the Director of Programming to support planning our programs, publishing them online, and assisting as needed with administrative organization and support such as refunds, and scholarship applications. The Event Coordinator will also work with the Development department. to support planning fundraising events. This person will collaborate closely with our Communications department to create, disseminate, organize, and track our sign-ups. Our organization is at a pivotal point; we are scaling from operating with 2-4 persons to an organization with 6

staffed departments, we are diversifying funding sources, and we are ready to execute a growth including multiple educational and fundraising events. We are in an exciting growth phase and there are many chances for this role to have a significant impact on how Pedaling Minds is ready to tackle growth challenges.

## Position

This person must be an independent, motivated individual capable of planning and managing our events, and making well-informed recommendations to the executive team. While the hours are flexible, we expect all applicants to be available during the week for a set virtual meeting/s.

Specific tasks include:

- Set dates and locations (from a list of established ones) for our in-person programs
- Communicate with our partner locations to establish the dates
- In coordination with our Director of Programming, decide on staffing for the events and keep track of available staff
- Make registration links in Humanitix or WP Amelia (no prior experience necessary)
- Develop new events in underserved communities
- Managing a database of all program descriptions (developed by the Communications Department)
- As we are developing our line of customized events, assist in the planning
- Support the Development Department to plan and coordinate fundraising events as needed
- Communicate closely with the Communications Department about events to be marketed
- Monitor [info@pedalingminds.org](mailto:info@pedalingminds.org) regarding event-related questions (scholarship inquiries, refund, swap dates, etc.)
- Monitoring how in-person programs fill to inform the Communications Dept. on marketing needs
- Track data regarding programs (how many programs, what levels, which locations, how many participants partook etc.)

## Required Skills

- Experience planning and running events
- Solution-oriented
- Outstanding communication skills
- Be autonomous, supportive and have a growth mindset
- Have a positive attitude
- Be a fast learner and take initiative
- Be reliable
- Comfortable with various digital platforms, such as Google Meet and Zoom, for group meetings

Additional skills we are interested in, but are not required:

- Experience planning fundraising events
- Understands working with kids, primarily in the 6-10 age range
- Enjoy riding a bicycle

## Work dates and locations

The work can be performed remotely; however, applicants will need to attend in-person meetings with the executive team on a quarterly basis in and around the Boulder/Denver and Front Range area. This is a part-time job with a starting load of 8-10 h/week. Hours are expected to grow over time. The specific work times are flexible but participation in team meetings during the work week (M-F, 9AM-5PM) is expected.

**Pay and Employee status** \$22/hour starting rate, as a W-2 employee (no paid time off and no benefits, at this moment). Timesheets will be submitted at the end of every week, and payment will occur twice per month.

## Interested?

If you are interested in the position, please submit a CV or resume and a paragraph on why this job is interesting to you to [mike@pedalingminds.org](mailto:mike@pedalingminds.org) and [noemi@pedalingminds.org](mailto:noemi@pedalingminds.org). For more information, please visit the Pedaling Minds website at <https://www.pedalingminds.org>