

# BSBC Programs Manager

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## The Short Version

**The Programs Manager brings BSBC's mission to life via partnerships, community events, grantwriting, and building awesome relationships.** From putting on skillshare workshops to finding the perfect partner to donate bikes to, you bring people into BSBC's work who might not already be connected, and work alongside them to co-create magic neither of us could do alone.

## What Makes This Moment (and Hiring Process) Special

You're about to dive into a people-powered process at a people-powered organization.

Since our founding in 2015, the Bradley Street Bicycle Co-op (BSBC) has been the heart of D.I.Y. bike culture and community in New Haven. On any day, you'll see dozens of volunteers rolling up their sleeves to learn bike repair skills to help get bikes in shape for donating or selling back to the public (and then hanging out and eating cookies after). You'll meet community leaders using the space to host climate action meetings or get involved in bike advocacy. You'll see big group rides gathering to enjoy biking around New Haven and beyond. It's a pretty great place.

And now we're in the midst of our first hiring process as our founder transitions out of his Executive Director role by Fall 2022. This has sparked an exciting moment in our history: dozens of volunteers have stepped up as visionary, strategic partners to shape the future of BSBC. This hiring process is the result of their work.

Here are a few things you should note:

- + **This is not a description for just one job, but the types of work our community needs done to thrive.** If you find yourself interested in more than one role – maybe you love working on bikes *and* leading volunteer communities – you should say so! [Check out the other descriptions here](#). We are open to a variety of ideal candidates. In your response, make clear the position or position(s) OR the types of work you'd want to do in this position.
- + **All paid staff will work collaboratively with volunteers.** You'll be seen as a steward of the dreams of our greater community, not a lone actor in a traditional hierarchy. You'll be a facilitator, not a "boss".

## Time & Pay

- + This role is likely to have seasonally variable hours (as few as 2-5 hours a week in the winter and as much as 10-12 hours a week in peak summer months)
- + \$20/hr
- + Some work can be remote, but an in-person relationship with the community is important

## Your day-to-day would include

- + **Developing events and programs to get more people riding bikes.** Whether it's a skillshare workshop at the co-op, a craft night collaboration with local makers to get people familiar with the space, or bike repair clinics around the city, you're leading the creation and production of BSBC events with input and assistance from volunteers, partners, and other staff. There will be special attention to programming that makes biking accessible & enjoyable for marginalized communities in the city and people without previous bike experience/people with different relationships to or levels of experience with biking.
- + **Managing the overall BSBC events calendar.** You'll keep track of all the BSBC happenings – including shop hours, community meetings, and your programming – in print, signage, and through digital platforms like our website, e-mail, and social media.
- + **Building relationships with local partners.** Mutually beneficial relationships are so important to a BSBC that feels connected to the greater New Haven community. You'll build relationships with local partners – whether that's an organization like [IRIS](#) who we'll donate bikes to or local parks for clean-up or trail build days.
- + **Leading communications to the public.** In collaboration with staff and volunteers, you'll send out our monthly newsletter, highlight cool happenings on social media, and share what's going on in flyers and signage in the co-op space.
- + **Applying to grants to help fund our work.** You'll have the 30,000 foot view of the co-op's programs, partners, and calendar. Using these stories, you'll apply for grant funding to support BSBC work and staff.
- + **Assisting with minor bike repairs and shop operations if needed.** You might be tagged in to fix the odd flat tire, help with bike donation intake, or assist with bike sales.

## About You

- + **You love New Haven and have existing relationships (or knowledge of) amazing work happening in town.** These relationships will be the magic key to your programming work.
- + **Event planning is your bread and butter.** You're comfortable producing events from start (thinking about purpose and partners, promotion) to middle (day-of logistics) to finish (thanking partners and documenting the greatness).

- + **You're comfortable with digital tools like Mailchimp and Instagram (or are willing to learn).** While we're not super active on social media or e-mail, we want to change that. These are vital doorways into our work for people who aren't physically present in the space. Expect to post on social media at least once a week, and share an email newsletter at least once a month.
- + **Writing with warmth and clarity.** You'll be writing about our work a lot – from 1:1 introductions to community partners to monthly newsletters from the co-op. It's important that these are inviting, clear, and welcoming to everyone so folks feel like they can jump in! [Check out past e-mails here.](#)
- + **You're able to self-manage your time and to-do list, and are super organized and detail-oriented.** While we have an active Volunteer Advisory Board, Working Groups, and Board, there's no one "boss" who will keep you on track.
- + **Collaboration is essential to your process.** You love asking for more input, feedback, and believe the best work is done by co-creating with our community of volunteers, members, and people who use the shop.
- + **You lead with BSBC values, anti-racism, and inclusion at the heart of everything you do.** These inform everything from your one-on-one interactions to your part in crafting a safe and welcoming space for all every day.

## EEO

We are committed to building a creative and dynamic work environment that celebrates individual differences and diversity and treats everyone with fairness and respect. We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, gender identity, marital status, veteran status, disability, or any other category protected by federal, state, or local regulations. We strongly encourage candidates of color to apply.

## More about the Bradley Street Bicycle Co-Op

At its core, the Bradley Street Bicycle Co-op is a community bike shop working towards an equitable New Haven by getting people on bikes.

In practice, this looks like many beautiful things. From the outside, we are an old brick building with a small sign above our door, a glowing 'BSBC' sign illuminating the window at night. But inside we are warmed under lights, friends, knowledge, dirty hands, and the betterment of our city. We make decisions based on principles and beliefs, not based on what makes us more money. We take care of each other, and love meeting new friends. We show up, to the shop, to events, to things that mean something to one another. We all run this shop together.

We are a community of workers, learning with our hands, laughing with friends, and building a better world together. We'd love for you to join our community!

[Read more about BSBC here.](#)