

Job Title: Co-Manager, Chico Velo
Reports to: Chico Velo Board of Directors (BOD)
Designation: Full-time, 32-40 hrs/week
Compensation: \$29-\$35/hr, dependent on experience + benefits (see below)
Role Type: Hybrid- remote work flexibility, occasional evenings/weekends required

About Chico Velo

Founded in 1981, Chico Velo is a registered 501c3 non-profit organization whose mission is to promote bicycling for transportation, recreation, and health through public education, advocacy, and community stewardship. The organization has been integral in building a strong bicycle culture in Chico and throughout Butte County by facilitating many of the bicycle infrastructure projects that support the community's growing population of bicyclists. Chico Velo's primary fundraiser, the annual Wildflower Century, is one of the most beloved road cycling events in California with options for bicyclists of all ages and abilities- showcasing some of Butte County's high quality road cycling experiences.

Guided by the organization's mission, Chico Velo's specific purposes are to:

- Foster and promote bicycling for transportation, recreation, health, and sustainability
- Advocate for bicycle safety and infrastructure and provide bicycling education
- Provide stewardship and volunteer opportunities within the community
- Promote Northern California as a bicycling and recreation destination to encourage tourism
- Cultivate diversity, through equity and inclusion, within the organization and in our work throughout the community

Co-Manager Overview

Chico Velo is seeking enthusiastic, dedicated, and dynamic Co-Managers to help guide and execute Chico Velo's mission and vision as a collaborative team in partnership with the board of directors. Accomplishing Chico Velo's mission requires diverse skills, knowledge, and experiences which the organization feels is best achieved through a co-manager structure built upon strong partnership and teamwork to provide a supportive and productive environment.

While each position will have distinct responsibilities, these positions will work as a team, supporting one another in all responsibilities. Co-Managers will share responsibility for the organization's strategic deliverables and goals including project and program management, events, fiscal sustainability, administrative functions, communication, advocacy, and community engagement.

The exact division of roles and responsibilities between the Co-Managers will depend, in part, on the mix of skills, experiences, and perspectives held across the Co-Manager team and is subject to evolve as projects or needs emerge.

Position Descriptions

At a high level, one Co-Manager will serve primarily in an advocacy and program management role while another will serve primarily in an events and communications role. Exact roles and responsibilities will be established collaboratively and in conjunction with co-managers and the board of directors once both positions are filled.

Advocacy & Program Management – *We are currently seeking to fill this role*

- Oversee success, administration, and maintenance of existing programming, specifically Adopt-A-Path, Bike Valet, and Trailworks, and seek to build new programming such as Safe Routes to School
- Externally represent and promote Chico Velo to key audiences including strategic partners, city/county officials, donors, volunteers, and community members
- Represent Chico Velo in advocacy, infrastructure and community needs with local agencies, organizations, schools, and corporate partners
- Seek and manage grant funding for local improvements and programs; provide necessary project management and stakeholder liaison oversight

Events & Communications Management

- Lead community engagement, networking and support of bike-related groups, events, and initiatives
- Manage communications including social media, newsletters, and general inquiries
- Manage Chico Velo merchandise and branding
- Develop, plan, and execute all Chico Velo produced events in alignment with mission and goals (Wildflower, Tour de Ed, Bike Month, etc.)
- Engage with and provide support and facilitation to local bicycle groups, clubs, teams, non-Chico Velo initiatives, and adjacent organizations
- Help evaluate and tell the story of how Chico Velo's work positively impacts donors, partners, and the broader bicycling community

Shared Responsibilities

- Administrative functions (e.g., mail, invoicing, overhead expenses, office upkeep, etc.)
- Position Chico Velo as the go-to strategic partner for all things bicycle
- Cultivate deeper relationships with existing donors and sponsors; expand relationships with prospective new partners; research, launch, and maintain a donor platform including donor communications and resources
- Contribute to BOD agenda setting/presentations, attend BOD meetings as requested
- Staff and intern management

- Continually assess and ensure the organization is supported internally with appropriate facilities, technology, equipment, and other operational needs
- Maintain an understanding of local, state and federal laws and regulations as they apply to the mission and operations of the organization including annual permits, government reports, and licenses
- Work with Treasurer and BOD to develop annual budget and ensure fiscal management; identify additional funding opportunities to diversify revenue
- Utilize and leverage resources of other advocacy groups as well as state and national bicycle organizations
- General project management
- Other duties/tasks that may arise as the organization evolves

Essential Skills & Abilities

- Effective communication skills including writing, listening, and speaking
- Previous work experience in a non-profit setting highly desired
- Strong computer skills including email, file-sharing platforms, spreadsheets, document creation, and basic finance
- Understanding of and appreciation for the recreational and alternative transportation benefits of a bicycle-friendly community
- Highly motivated with exceptional organizational skills, personal time-management, and the discipline to work on many projects at once
- Must be interested in promoting an organizational culture that fosters cooperation, inclusivity, open and frequent communication, teamwork, and professionalism
- Experience establishing positive and professional relationships with a variety of community stakeholders
- Must be able to define systems for decision-making, effective communication and on-going strategic and operational planning
- Local knowledge and experience with bicycle-related programs or affairs desired
- Ability to sit or stand for extended periods of time and lift 50 lbs
- Work may be performed in both an office and off-site (outdoor) environment

Position Benefits

These are full-time, hourly positions reporting to and under the guidance of the Board of Directors. Compensation dependent on experience of co-manager team.

Benefits include:

- Health insurance option for employee & dependent (80% for employee + 50% coverage for one dependent paid by employer)
- 40 hours paid vacation
- 8 paid holidays

- New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Indigenous People's Day, Thanksgiving Day, & Christmas Day
- Monthly technology stipend and mileage reimbursement for events and/or travel
- Flexible, hybrid work schedule with at least part of work conducted from the office
- Budget for professional development
- Potential for performance-based bonus opportunity

If interested in applying, please email a cover letter and resume to Board@ChicoVelo.org. Resumes will be reviewed as they are received.