



Job Title: Event & Communication Manager
Reports to: General Manager
Designation: Part-time, hourly (~30 hours/week)
Compensation: \$22/hr
Role Type: Hybrid- remote work flexibility

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 Event & Communication Manager leads the strategy, development and execution of annual Chico Velo events as well as external communications including website, newsletters, social channels, and community inquiries to support overall organization health and growth. The Events & Communication Manager will also support the General Manager with related administrative tasks as needed.

This is a part-time, hourly position (~30 hours per week). Benefits include 30 hours of vacation, 8 paid holidays, monthly technology stipend, and mileage reimbursement for events and/or travel. This role is expected to work from the office at least part of the time with remote work flexibility.

EVENT MANAGEMENT

- With support from the General Manager, develop, plan, manage, and execute all aspects of organizational events including the Wildflower Century. Other events may include the Love Ride, Tour de Ed, volunteer appreciation party, and Bike Month activities
- Recruit and manage interns to support event logistics and communication support
- Align events with long-term organizational and fundraising goals to maintain, improve, and evolve the Chico Velo brand, reputation, and community presence
- Provide recommendations and goals to reduce costs, increase revenue, improve attendee experience, and engage new participants at Chico Velo events
- Assess feasibility and opportunity of taking on new rides/events and recommend strategic changes and opportunities

COMMUNICATION & OUTREACH

- Manage Chico Velo's website, logos, and external-facing materials
- Provide regular and pertinent communications to donors and the community through social media, e-newsletters, web updates, posters/print, radio, etc

- Manage administration of donor platform (e.g. processing new donors, renewals, contact information, thank you letters, etc.)
- Manage and direct all general phone and email inquiries through organizational contact methods
- Create and maintain a community ride & event calendar to foster relationships with local cycling groups and clubs
- Manage merchandise inventory and online orders
- Administrative assistance with organizational programs that may include helping to schedule, coordinate, and promoting volunteer workdays for Trailworks, bike path cleanups, and bike valet events

PLEASE APPLY IF YOU HAVE:

- Exceptional written and verbal communication skills
- Strong computer skills including Microsoft Office 365, Canva, calendar management, and creating surveys
- Experience with social media platforms highly desired
- High level of organization, time management, and the ability to prioritize
- Ability to work independently with minimal instruction
- Strong sense of professionalism and goal-oriented
- An enthusiasm for community engagement
- Experience with volunteer/intern management and outreach preferred
- Previous work experience in a non-profit setting highly desired

HOW TO APPLY:

Submit a **resume** and **cover letter** to: Board@ChicoVelo.org. Open until filled. Applications will be reviewed as they are received.