



**Position:** Community Outreach Representative

**Positions Available:** 3 - 4

**Location:** Healthy Ride office, City of Pittsburgh

**Reports to:** Community Initiatives Manager

**Deadline:** February 1, 2022

**Compensation:** \$15 per hour, 4-20 hours per week, April - October 31, 2022

Bike Share Pittsburgh is hiring part-time, seasonal team members to support the launch of a new bikeshare system in 2022. Community Outreach Representatives will serve as representatives of Bike Share Pittsburgh at community events, on organized group bike rides, and at pop-up registration events throughout the city. Community Outreach Representatives are key to Bike Share Pittsburgh's on-the-ground outreach efforts that support our mission to provide Pittsburgh with a joyful, sustainable, and affordable mobility service for all residents and visitors. Representatives connect bikeshare to the communities we serve and directly support our values of Community Engagement, Equity, and Inclusivity.

We are seeking people with a passion for community engagement, have strong organizational skills, thrive when working on their own, are detail oriented, and are able to meet quick deadlines. Community Outreach Representatives must be available to work evenings and weekends, and work a flexible schedule of approximately 10 hours per week March-October 2022.

### **Duties & Responsibilities:**

- Work at outreach events including setup, tabling, and new members registration
- Coordinate and attend pop-up activations and group bike rides as assigned
- Provide education about the bikeshare system and safe cycling
- 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 customer service for community riders of all ages
- Attend weekly team meetings
- Attend all training sessions

### **Qualifications:**

- Excellent interpersonal skills; must be comfortable talking with people
- Detail-oriented and highly organized
- An enthusiasm for being outdoors and being active
- Awesome problem solving skills
- Culturally aware and comfortable working with diverse populations and stakeholders across the city
- A flexible schedule; available on evenings and weekends

- Willing to be outside (rain or shine)
- Reliable transportation to and from events
- Excited to get outside, ride bikes, and motivate others to do the same!

**Working Conditions/Physical Demands:**

- Varied activities including: sitting, reaching, bending, lifting up to 25 lbs, pushing, pulling, walking, riding bikes.
- Hand-eye coordination and manual dexterity needed to set up tables, chairs, tents

**Training Calendar:**

Wednesday, April 6, 3-5pm

Thursday, April 7, 3-5pm

Saturday, April 9, 11am-1pm

To apply, please send us your resume or a list of work and volunteer experience, along with a cover letter.

Email your application materials to [jobs@pghbikeshare.org](mailto:jobs@pghbikeshare.org) with “Community Outreach Representative” in the subject line.