

NOW HIRING Volunteer and Outreach Coordinator

Organize and support the passionate volunteers who run a growing community bicycle shop in Rogers Park. Work to promote sustainable transportation, social justice, and community solidarity through educational bicycle programs.

The Recyclery Collective: The Recyclery Collective is a non-profit, educational bike shop that promotes sustainability by giving access to tools, skills, and opportunities for collaboration. We have been providing mechanics education and free programming to our neighborhood since 2006. Our diverse team of staff, volunteers, and partners distributes hundreds of bicycles to our community and to provides a supportive place for sharing and learning about bikes together.

Job Description: The Recyclery Collective is hiring a *Volunteer and Outreach Coordinator (VOC)* to manage a large and growing volunteer base. The position is highly communicative and requires excellence in writing and public speaking as well as the ability to form and work with multiple teams. The VOC will work 10-15 hours per week with a flexible schedule. The position starts at \$14.25 per hour.

Responsibilities include:

- Recruit, coordinate, support, and communicate with new and existing volunteers
- Keep track of volunteer skills, interests, and availability
- Schedule volunteers to contribute to regular programs and special events
- Match volunteer interests and abilities to the organization's needs
- Schedule and promote outreach events, and ensure that all volunteer roles are filled
- Lead volunteer appreciation and retention efforts
- Utilize listserv and social media assets to strategically conduct targeted outreach
- Foster relationships with new and existing partner organizations
- Perform other duties as required

Necessary Skills and Qualifications:

- Minimum of two years of professional work experience or equivalent
- Experience organizing and motivating volunteers individually and in groups
- Excellent written and verbal communication skills
- Excellent time management skills
- Experience using social media for outreach
- Familiarity with Google Drive and Microsoft Office
- Ability to write and edit newsletters (MailChimp experience is a plus)
- Outstanding interpersonal skills
- Dependable, dedicated, and highly organized
- Flexible, creative, and adept at working in a fast-paced environment
- Attention to detail and commitment to accuracy
- Strong work ethic, ability to self-motivate, and a willingness to ask for assistance
- Interest in furthering the mission of The Recyclery and commitment to upholding our safer space guidelines

The Recyclery is run by a collective which meets twice a month to deliberate over issues impacting the direction of The Recyclery using a consensus process. Whether or not they are present, the VOC is expected to report on their work, share their point of view, contribute to the agenda, and help to enact the decisions made by the collective.

The Recyclery Collective is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, and reach with hands and arms.

Please drop off a cover letter and resume at our shop, located at 7628 N Paulina, or email to info@therecyclery.org, NO PHONE CALLS PLEASE



The Recyclery Collective
7628 N Paulina
Chicago IL 60626
www.therecyclery.org