

Ventura Bicycle Union Organizer (2 Positions Open)

January 2, 2011 ver. 1.10

Job Summary: The job of a Ventura Bicycle Organizer is to help pull together a diverse group of bicyclists, with special emphasis on people who don't usually get heard, and help to train organize, inspire, and train them to be effective, on-going, bicycle advocates. Also to help the volunteers do effective political actions to improve bicycle transportation in Ventura.

Organization Hiring: VCCool (Ventura Climate Care Options Organized Locally) a 501(c)(3) non-profit, grassroots organization based in Ventura, CA.

www.vccool.org

Contact Information:

Please send all correspondence to: jobs@vccool.org or

VCCool
345 W. Center St.
Ventura, CA 93001

You can also call our office at (805)648-1267

Reports to: Program Manager

Classification: Part-time, hourly, **grant-dependant position**

(When the grant runs out, the position will be closed unless we can get additional grants.)

Location: Ventura, CA

Hourly Rate: \$12 to \$15 depending on experience

Job Requirements

- Skilled Writer and communicator.
- Experience speaking to groups of people. Good teacher/trainer.
- 2 years or more of experience as a political activist (formally or informally).
- 1 year or more of experience organizing people for political action.
- Experienced, effective meeting facilitator.
- Uses a bicycle as major form of transportation.
- Self motivated, and creative, while being able to collaborate and take direction.
- Bilingual Spanish/English. (Required for one position, and a great plus for the other.)
- Connections with electeds officials, gov. staff, leaders, businesses, organizations a plus.
- Proficient with computers, MS Office, texting, and social media like facebook.

- Training in leadership, organizing, and/or political action – either through college or other.
- Working form(s) of transportation so that you can get across town when needed.
- Access to working phone, computer, and internet, and reply quickly to e-mails and phone messages.
- Available regular hours – TBD, based on schedules and prime organizing times – frequently “after work.”

Job Duties

Engage and recruit community members to be part of an active bicycle advocacy effort.

Invite, remind, update members about meetings and actions.

Build relationships with volunteers, and maintain on-going communications and updates.

Help attain the goals of the Ventura Bicycle Union.

Support the directive of the Program Director, and provide create clear reports and updates.

Organize and run small group meetings, help out at larger public meetings.

Help train local bicyclists in effective advocacy.

Help community members create flyers, facebook pages, posters, and other materials needed for outreach and updates.

Be involved in Volunteer appreciation.

Update database of volunteers and other contacts related to the project.

Track progress and attendance of advocacy campaign, and help create informative reports.

Add content to the Bicycle Union web page.

Help strategize political actions with core volunteers and other staff members.

Stay current with events and politics that can be affected and that directly affect Ventura bicyclists.

Other duties as assigned.