

Job Announcement Sample Part-Time Operations Manager

The Bicycle Coalition is a non-profit, non-governmental organization working for (insert mission or tagline). We promote bicycling as a healthy alternative to driving that promotes community well-being and preserves the environment. Our projects and programs include facility implementation, policy changes, education, and the encouragement of bicycling. Underlying every Bicycle Coalition action is the understanding that bicycling creates positive outcomes at all levels. Not only that, it's just plain fun. Fun, positive action and friendliness are part of all Bicycle Coalition projects and programs (or replace this with similar text that shows the culture of your organization).

The part-time operations manager will work 20 hours per week to provide administrative and operational support for the Executive Director of Bicycle Coalition.

Principal Responsibilities

- Maintain an enthusiasm for and understanding of the Bicycle Coalition's mission.
- Stay informed of current bicycle issues.
- Manage Bicycle Coalition office operation to include the efficient implementation of projects and programs under the direction of the Executive Director.
- Maintain files, data bases, web site and organization of resources.
- Assist Executive Director with aggressive fundraising program.
- Assist Executive Director with volunteer coordination.
- Keep office organized and clean.
- Be presentable and welcoming to visiting public, members and volunteers.

Necessary Skills and Abilities

- Enthusiasm for the Bicycle Coalition's mission.
- Enjoyment of working with people of all ages and abilities.
- Strong computer, office and bookkeeping skills.
- Strong communication skills.
- Ability to prioritize, adhere to deadlines, work independently and under pressure.
- Dependability, consistency, accuracy and attention to detail.

Salary: Commensurate with experience and skills (if you feel comfortable including the salary, this will help narrow applicants to those you can afford).

Closing: Open until filled (or include deadline date – make sure to give at least two months from your initial announcement if you hope to find the best person for the job).

Inquires: Please send a cover letter with salary history, resume and three current references to: (mailing or email address, choose only one and note those who ignore these directions as likely not a good match for this job. Also note that the cover letter is always more revealing than the resume!)