



Employment Opportunity: Instructor/Office Coordinator

Term Position: March 16, 2015 – January 31, 2016 (with possibility of renewal)
28 hrs/week @ \$17/hr with benefits.

Since 2010 The WRENCH has been providing unprecedented access to bicycles and cycling programming to the people of Winnipeg. We envision a city where everyone is empowered to experience their community by bicycle. We create stronger, healthier communities by removing barriers to building, repairing and maintaining bicycles - with a focus on educating youth.

The WRENCH makes bicycles and cycling accessible to the public by:

- Providing programming, education and resources for community members, groups and organizations.
- Supporting and promoting bicycle use within the city.
- Supporting new and existing community bike shops.

We are seeking an Instructor /Office Coordinator to assist with programming and day to day operations of The WRENCH.

Job Description

Office Duties:

- Light bookkeeping (daily cash in/out, petty cash, payroll)
- Processing and update metrics and maintaining database (feedback/sign-in sheets, logs entries, email lists etc..)
- Assisting the Executive Director with:
 - Programming intake and communications with partnering schools/organizations
 - Volunteer coordination
- Other duties as needed

Instructor Duties:

- Assist in coordination and instruction of Women and Girls Bike Initiative
- Assist with Earn-a-Bike, Drop-in and Outreach programming
- Other duties as needed

Qualifications

The ideal candidate will have:

- Experience leading workshops
- Experience with bike repair
- Familiarity with community bike shops
- Awareness and sensitivity to issues of marginalization (sexism, racism, classism) and cultural diversity
- Knowledge of community based youth serving organizations
- Experience working with:
 - Non-profit/community organizations
 - Volunteers
 - Women's organizations
 - Aboriginal and newcomer communities
 - Youth
- The ability to self-direct, prioritize and meet deadlines
- Excellent interpersonal communication and conflict management skills
- Experience handling cash (petty cash, daily cash in/out, deposits)
- Familiarity with Microsoft Office Suite

The successful candidate will be required to complete a child abuse registry check and a criminal record check.

Application deadline: Wednesday, February 25th, 2015

Please submit resume and cover letter by email to:

The WRENCH Personnel Committee

info@thewrench.ca