

Bicycle Nova Scotia Job Posting: Events and Membership Officer

Bicycle Nova Scotia is the provincial organization representing all cyclists, including sport, recreation, and transportation. Our goal is to grow all types of cycling in Nova Scotia, with a view towards increasing participation across the sport as well as growing active transportation.

Bicycle Nova Scotia (BNS) is accepting applications for the position of **Events and Membership Officer**

This is a 240hr, 6-8 week summer employment opportunity.

The successful candidate:

- Must have been a full-time student in previous academic year, with intent to return to full-time studies in upcoming academic year.
- Be between 15 and 30 years of age.

Additional desired qualities include:

- Have strong communication and organizational skills
- Strong detail orientation
- Outgoing and personable
- Understanding of web-based communication
- Adept at working independently and within a team environment

Responsibilities include but are not limited to:

Reporting to the Board of Bicycle Nova Scotia (BNS), the Events and Membership Officer will be responsible for coordinating BNS's efforts to engage with Nova Scotia communities and support our membership, assisting with tasks such as:

- Attend and support delivery of BNS events
- Operation of BNS race timing system at events
- Assist BNS registrar with membership services
- Planning and delivery of BNS recreational cycling rides
- Administration of Bike Friendly Certification program
- Liaising with business associations, chambers of commerce, and local tourism boards
- Developing BNS communications materials and promotions

Compensation: The hourly wage of this position is \$15/hr.

Application Process: Interested applicants must submit cover letter and resume to: Bicycle Nova Scotia 5516 Spring Garden Road 4th Floor, Halifax, NS B3J 1G6 or email: admin.staff@bicycle.ns.ca. Please include 2 references in your cover letter.

Deadline for Application is: July 5th, 2018