

Job Title: Office and Outreach Manager  
Reports to: Executive Director  
Salary: \$30,000-37,000  
Status: Full-time exempt with benefits.

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Bike Newport seeks an Office and Outreach Manager who will oversee our office and administrative systems and represent the organization confidently and warmly when engaging with community members at our office and at public events. We encourage individuals with exceptional organizational and interpersonal skills to apply to join our team of energetic and inspired bike advocates.

The Office and Outreach Manager will ensure that the office is stocked and orderly and that administrative systems are established and implemented so that day-to-day activities run smoothly. Areas of support include accounting, human resources, volunteer and donor tracking, education and communications. We seek a dependable, reliable individual who excels in setting and fulfilling administrative routines.

The Manager will also serve as a primary liaison to the public. As the first point of contact for our visitors, they must be prepared to speak knowledgeably about our work, mission, and various programs. The Manager will represent Bike Newport at community events and bike rides, coordinate event details with partner organizations, and set up and supervise display tables and portable bike parking racks. Evening and weekend hours will occasionally be necessary.

#### About Bike Newport

Bike Newport is an exciting and fast-paced leader in bicycle advocacy. We are building a community movement and deploying programs to create positive outcomes for bicycling in Newport and surrounding areas. We believe that bicycling improves health, economy, environment, enjoyment, and overall quality of life and quality of place. Our goal is to get more people on bicycles for both recreation and transportation, and we make progress by focusing on infrastructure, education, and community building.

Bike Newport staff embrace an aspirational vision of biking in Newport. We are enthusiastic about our mission, often ride bikes to events and for transportation related to the job, and serve as a role models for safe biking practices.

Together we ensure that the policies and practices at Bike Newport reflect our values, which include economic justice, inclusivity, livable environment, and healthy lifestyles.

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Office Management

- Establish and implement all administrative systems including:
  - Administrative workflow
  - Facility upkeep
  - Maintaining office supplies
  - Equipment storage
  - Telephone and internet
  - Building Security
- Human Resources coordination:
  - Ensure the end-to-end running of HR operations. Facilitate human resources processes. Maintain working knowledge of HR software and tools.
  - Assist with new employee recruitment, interviews, and hiring processes. Source candidates, perform background checks, assist in shortlisting, issue employment contracts etc.

Outreach Management

- Greet visitors and introduce them to Bike Newport's various programs
- Coordinate with partner organizations
- Seek out outreach opportunities for Bike Newport
- Enthusiastically represent Bike Newport at community events
- Manage portable bike racks at community events
- Plan community bike rides
- Recruit and manage volunteers

Qualifications

- Prior administrative experience in business or the non-profit sector
- Enthusiastic about setting and fulfilling organizational routines and procedures
- Demonstrated ability to be precise and accurate in recordkeeping and database management
- Strong interpersonal communication skills, adept in making visitors feel welcome
- Familiarity with Microsoft Office Suite
- Aptitude for database management and digital tools

Desired Qualities

- Experience in service, community outreach, restaurants or retail
- Embraces biking as a healthy, affordable, environmentally-friendly and practical transportation choice for Newport residents
- Enthusiasm for community building and welcoming new people into Bike Newport's circle of supporters and volunteers
- Spanish-speaking ability is a plus
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Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. We welcome and encourage applications from people of every race, color, religion, national origin, marital status, political affiliation, sexual orientation and gender identity, disability, sex and age. If you are a member of an under-represented group, you are encouraged to self-identify in your application.

**Please send cover letter and resume to [clare@bikenewportri.org](mailto:clare@bikenewportri.org)**