



more, better & safer bicycling

Job Description – Administrative Assistant

Reports to Director of Operations

Bike Newport Mission: to create the conditions that lead to more people biking more often, and to ensure that bicycling is a viable, safe, and comfortable primary choice for transportation and recreation.

WORKING AT BIKE NEWPORT:

Bike Newport is an exciting fast-paced leader in bicycle advocacy. We bring together community programs and leaders to establish positive outcomes for bicycling in Newport and Aquidneck Island, and to influence statewide bicycle planning. Our goal is to get more people on bicycles for both recreation and transportation, and we make progress by focusing on three primary areas: safe road infrastructure, road sharing education, and building bicycle culture. We work with intention to ensure equity in access, participation, and leadership, with a focus on removing obstacles to bicycling such as location, personal mobility, income, language, gender, culture, race, and more.

All Bike Newport staff are directly involved in the organization's programs and initiatives; all staff complete training in bicycle riding, basic bike maintenance, anti-racism, and LGBTQIA awareness. All staff agree to follow the rules of the road, bike for transportation as much as possible, and serve as role models and advocates for safe cycling practices.

Bike Newport is an inclusive environment welcoming to all languages, gender identities, sexual orientations, races, ethnicities, abilities, and walks of life. Together, staff ensure implementation of Bike Newport's organizational values in programs, policies, and practices, and trainings including anti-racism, LGBTQIA+ BRAVE Space, economic justice, inclusivity, livable/healthy environment, and livable/healthy lifestyles.

POSITION SUMMARY:

Our Administrative Assistant will work collaboratively with all staff to support the mission of Bike Newport and represent its values when interacting with the community. This position is a key link in supporting the efficient and smooth day-to-day operations of the organization; the activities of our advocacy, education, communications, and development staff; as well as community outreach and community relations. Our Administrative Assistant will often be the first person that the community encounters when contacting or otherwise meeting Bike Newport. This person should be a positive, pleasant, enthusiastic, and interested team player and a confident representative of Bike Newport.

Required Skills:

- Minimum one year of work experience with preference for nonprofit experience
- Commitment to our mission and belief in the value of nonprofits as drivers of social justice, benefits, and change
- Excellent customer service skills, non-judgmental, patient, open-minded, interested, and culturally aware
- Extremely well-organized and detail oriented

- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Outstanding verbal/written communication skills
- Proficiency in Microsoft Office Suite is required.
- Willingness to ride a bicycle for transportation is encouraged, supported, and preferred.
- Valid driver's license is preferred.

Job Specific Responsibilities:

Located in the front office, our Administrative Assistant will greet and manage all visitors to Bike Newport, and provide support for the efficient functioning of Bike Newport's staff, initiatives, and programs.

- Answer phones and direct calls/inquiries to appropriate staff
- Manage general email mailbox and direct to appropriate staff
- Respond to information requests received by phone or email
- Manage internal agency staff calendars
- Support program and event coordination, volunteers, and promotion, including postering
- Assist with database management, donor stewardship, and related fundraising activities
- Manage the agency "store" of branded merchandise
- Manage bicycle rentals
- Assess incoming bicycle donations for repairability
- Assist with meeting planning and meeting management
- Assist with ordering supplies, troubleshooting technology problems, and coordinating with outside vendors for services and repairs
- Special projects and other tasks as assigned.
- Support program evaluation by entering and summarizing survey feedback.

Other Responsibilities:

- Research and present to the Executive Director new and unique ways to improve agency and outcomes.
- Create a document detailing what needs to be done whenever you are absent from the office to ensure smooth office operations.
- Work cooperatively and supportively with all staff to ensure optimum agency and project progress.

This job description is not intended to be and should not be construed as an all-inclusive list of the responsibilities, skills, efforts, or working conditions associated with the position of Administrative Assistant.

This is an entry level position. Candidates with interest in growing their experience in bicycle advocacy and the nonprofit sector are encouraged to apply. Salary range \$32,000 - \$37,000 commensurate with experience.

We will begin interviews for this position immediately and the position will remain open until filled.

Please submit your resume and cover letter by e-mail to: Allyson McCalla, Director of Administration and Operations - allyson@bikenewportri.org.

updated January 8, 2023