



more, better & safer bicycling

### **Job Description – Greeter and Administrative Assistant (Bilingual)**

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.*

#### **POSITION SUMMARY:**

Our Greeter / Administrative Assistant is often the first person that the community meets when contacting or visiting Bike Newport. This person should be a positive, pleasant, enthusiastic, and interested team player and a confident representative of Bike Newport. Our Administrative Assistant supports the day-to-day operations of the organization; the activities of our advocacy, education, communications, and development staff; and provides customer support for our bicycle rental program.

#### **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.

#### **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 our general email mailbox and either respond or direct incoming email to the appropriate staff
- Manage internal agency calendars
- Support program and event coordination, volunteers, and promotion, including poster for events
- Manage the agency "store" of branded merchandise
- Manage bicycle rentals

- Assist with planning and managing meetings
- 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.

**Required Qualifications:**

- Bilingual English and Spanish
- Minimum one year of work experience
- Well-organized and detail oriented
- Ability to handle multiple tasks, projects, and priorities effectively and professionally
- Strong verbal/written communication skills
- Proficiency in Microsoft Office Suite
- Excellent customer service skills, non-judgmental, patient, interested, and culturally aware
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**Preferred Qualifications:**

- Experience in the nonprofit sector
- Valid driver's license.

Salary range \$32,000 - \$37,000 commensurate with experience.

Bike Newport seeks to reflect the rich cultural diversity of our community and encourages people from all backgrounds to apply. This is an entry level position and we likewise encourage applications from people with interest in growing their experience in bicycle advocacy and the nonprofit sector.

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

To apply for this position, please send your resume along with a cover letter explaining your interest in working at Bike Newport. You may email you application to Allyson McCalla, Director of Administration and Operations - [allyson@bikenewportri.org](mailto:allyson@bikenewportri.org). We appreciate your interest in this position.

*updated December 18, 2023*