



Employment Opportunity - Community Bike Shop Coordinator

Term Position - 2 years

Starting Date: As soon as possible

Full Time (32-40 hours a week)

\$21-23/hour plus benefits after probation period

The WRENCH is a registered charity that creates stronger, healthier communities by removing barriers to building, repairing and maintaining bicycles – with a focus on educating youth. We envision a world where everyone is empowered to experience their community by bicycle.

The community bike shop coordinator is tasked with building capacity across Winnipeg's community bike shops, including The WRENCH. This position will involve being a liaison between The WRENCH and other community bike shops in Winnipeg, as well as promoting The WRENCH's services and programs to the public.

This unique position involves a strong capacity for organization, communication and resourcefulness. Tasks may include:

- Maintaining communication with bike shop staff and volunteers
- Connecting community bike shops with resources and materials
- Organizing events and meetups between bike shops
- Assisting with volunteer recruitment and retention
- Assisting bike shops with communication and promotion
- Assisting with promotion, communication and digital design/marketing
- Creating and organizing media and promotional materials.
- Creating a welcoming shop environment for guests and learners in our physical space
- Supporting The WRENCH with other events and projects

The ideal candidate will possess the following skills and experience:

- A demonstrated familiarity with digital design tools, social media, digital communications and other computer applications. (The WRENCH uses: Google Workspace, Canva, Wordpress, various social media platforms)
- Excellent project management skills
- Strong organizational skills and an eye for detail and design
- Experience with event planning
- Experience in a non-profit environment
- Commitment to the WRENCH's vision and mission, and our belief that bikes are a powerful tool of social change

This position does not require any skills in bicycle mechanics, but an appreciation of bikes and cycling is valuable!

The WRENCH encourages people traditionally excluded from bike shop environments to apply, including: Women, 2SLGBTQ+ people, Indigenous people, POC, Newcomer and disabled folk. We are a people-led organization, and bikes are how we connect, learn and grow with each other.

Please submit your resume and cover letter to merrill@thewrench.ca with the subject line "Community bike shop coordinator"

Deadline for candidates to apply is Friday, April 10th at Midnight