

July 17, 2008

BikeAthens Administrator: Job Description

Scope of job: BikeAthens is a small 501(c)3 non-profit corporation focused on pedestrian, cycling and transit issues in Athens, GA. The administrator is responsible for membership coordination, official communications and recordkeeping. Must have own personal computer with internet access to work from their home or office. Good organizational and communication skills necessary. Must be available to attend occasional meetings, including evening meetings.

Time requirements: 10-12 hours per week to start. Potential for additional hours and expanded scope of tasks if initial projects go well.

Compensation: \$10-12 hourly to start, with potential for increase after 6 months. No withholding; contractor pays own taxes. BikeAthens will provide IRS form 1099 at year end.

Job responsibilities:

General administration:

- Check downtown Athens PO Box weekly
- Respond if necessary or forward mail to appropriate board members
- Regularly (4 times/week) check BikeAthens' email and forward to appropriate contact
- Attend board meetings
- Represent BikeAthens at occasional meetings; some possibly out of town or evenings

Membership Coordination:

Maintain internet hosted (CiviCRM) membership database, including these tasks:

- Enter/record all membership info, dates, \$ amounts, etc.
- Forward payments to treasurer
- Record PayPal memberships
- Prepare and send membership acknowledgement and renewal notices
- Respond to membership-related questions
- Prepare and deliver membership reports to the BikeAthens Board

Bike Map:

Deliver maps around Athens:

- Track inventory of bike maps
- Maintain list of sponsors and distribution points that stock bike maps
- Check these locations on a bi-weekly basis to see that they are stocked

To apply: email resume or CV and cover letter to treasurer@bikeathens.com