Events Coordinator

The Bicycle Coalition of Maine (BCM) is seeking an energetic, self-directed individual with event planning experience to assist with managing logistics and representing the organization as part of the Coalition’s work to promote and improve the safety of bicycling and walking in Maine.

BCM and Partnership Events

- Represent the BCM at priority events
- Conduct pre- and post-assessments of the value of all events in cooperation with the executive director and management team
- Provide support for the Lobster Ride, Dempsey Challenge, and Trek Across Maine, including ensuring partners have equipment and other agreed-upon support
- Lead or provide support for BCM events and activities, including but not limited to the Ride of Silence, Bike to Work Day, and development events
- BikeMaine event support, as needed, including attending the seven-day event in September 2020
- Maintain website and event calendar

Valet Bike Parking (VBP) Program

- Provide VBP at events such as Thompson’s Point concerts, Portland Pride Parade, and Beach to Beacon
- Track, keep inventory of, and purchase items required for VBP (racks, signage, fencing, banners, rack cards, wristbands, etc.)
- Respond to inquiries regarding VBP service
- Recruit and manage VBP volunteers
- Manage logistics of valet bike parking for events (transportation of racks, fencing, hours of operation, supplies, etc.)
- Increase the BCM’s visibility at events through VBP
- Seek out new VBP opportunities as a way to bring in additional funding for the BCM

Annual Bike Swap

- Under the direction of BCM staff, manage the 2021 Great Maine Bike Swap, including logistics, volunteer recruitment and coordination, sponsorships, registration, vendors, and managing buying/selling of bikes
- Hold the leadership role for day of the swap
- Recruit and track communications to/commitments from bike shops and bulk sellers from years’ past, schedule bulk drop-off times, and communicate clear instructions to bulk sellers
The ideal candidate is an avid cyclist and will have: a flexible schedule, a proven ability to work independently, experience in community organizing and outreach, knowledge of the region, comfort with making presentations and facilitating meetings to a variety of audiences, experience with event planning, maintenance of internal and external event calendars, and an enthusiasm for biking and walking. Regular evenings and weekends are required. Regional travel required.

This one-year temporary position (through April 2021) is for approximately 20 hours per week, with a salary range of $15-25/hour depending on experience. Hours will vary slightly throughout the year, depending on BCM needs.

To apply, please submit a letter of interest, a resume, and a list of three references with phone and email contact info to jobs@bikemaine.org.