

# GoByBike Community Coordinator

<b>Title</b>	<b>Community Coordinator</b>
<b>Reports to</b>	Manager of Parks and Recreation
<b>Term</b>	Temporary, Contract position. Exempt.



## POSITION SUMMARY

---

Reporting to the Manager of Parks and Recreation the **GoByBike Community Coordinator** is responsible for overseeing event planning and logistics for the fall GoByBike Weeks (GBBW) from May 31-June 6, 2025.

The GBBW program focuses on team formation as the key organizing principle. Participants log their trips on the GBBW registration website which records distance travelled, and greenhouse gas emissions averted among other statistics. Prizes for participation are a motivational component of the campaign. Planning and organizing for this event starts weeks in advance and it involves collaborating on sponsorship, engagement, and other initiatives.

## KEY RESPONSIBILITIES

---

The GoByBike Community Coordinator will:

- Cultivate corporate and community sponsorships and partnerships.
- Solicit in-kind donations for prizes and auction items.
- Organize and prepare complete event logistics plans.
- Recruit and organize volunteers.
- Develop program promotions and marketing materials.
  - Note: GoByBike BC Society provides templates as well as the option to order free printed posters, stickers, school kits, and more
- Generate and manage content for the website.
  - Note: Training is provided by GoByBike BC Society
- Prepare all communications for event, participants, and partners, including social media and eNewsletters.
  - Note: The registration website enables Community Coordinators to send an eNewsletter to all previously registered participants
- Assist with set-up and take down of Celebration Stations.
- Provide event registration support.
- Track key event metrics and produce a final report for funders and partners.

*These key duties are general descriptions of the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.*

## KEY SKILLS

---

- Computer skills, including use of Microsoft Office and social media platforms such as Facebook and Instagram.
  - Previous experience using WordPress is an asset but not mandatory.
- Ability to gain community participation in programs and events.
- Excellent verbal and written communication skills.
- Proven experience securing funding, sponsorships, grants, and donations.
- Experience reviewing graphic design materials.
  - Experience in graphic design to customize materials is an asset but not mandatory.
- Able to work independently, take initiative, and deliver on time.
- Must be organized, great attention to detail, and tracking deliverables and metrics.
- Media relations experience an asset.

## DETAILS

---

This is an exempt, contract, temporary position of **GoByBike Community Coordinator**. This position requires an average of 10 hours per week, with flexible hours. The wage rate is \$30/hour. This is an un-benefitted position. The term of the contract is from an anticipated start date of April 7, up until June 15, 2025.

Interested applicants are requested to submit a resume and cover letter by:  
**12:00 PM (MST) March 7, 2025**, to

Jacquie Hill, Manager of Parks and Recreation  
cc: Human Resources  
PO BOX 190, 501-3rd Avenue  
Fernie, BC V0B 1M0  
[careers@fernie.ca](mailto:careers@fernie.ca)

*We wish to express our appreciation to all applicants for their interest in applying for this position. However, only candidates selected for an interview will be contacted.*

## ACKNOWLEDGMENT

---

*The City of Fernie strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, City of Fernie will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*