



Bike Education Coordinator

Job Title: Bike Education Coordinator

Organization: Sustainable NCW

Location: Wenatchee, WA (hybrid)

Position Type: Full Time (35-40 hrs / week)

About Sustainable NCW

[Sustainable NCW \(SNCW\)](#) is a 501(c)(3) nonprofit organization dedicated to promoting environmental stewardship and social sustainability in North Central Washington through educating and inspiring our community to live more sustainably. We engage the community through events, education, outreach and collaborative efforts. Our programs focus on waste diversion and carbon footprint reduction through initiatives like an annual Earth Day Fair and other educational events, the Waste Wizard online recycling/repurposing/donation tool, Towards Zero Waste assistance for events, and our Sustainable Bike CoOp bike repair and education programs.

Position Overview

The Bike Education Coordinator will lead SNCW's role in a new Youth Development with Active Transportation Program, co-led by the nonprofit Wenatchee CAFÉ, and funded by the Washington Department of Transportation and the Climate Commitment Act via Cascade Bicycle Club. This position will also play a key role in developing SNCW's bike repair community space, set to open in 2027.

Reporting to the Executive Director (ED) and working with the Outreach & Education Coordinator, the Bike Education Coordinator will:

- Deliver after school bike education programming for 6th through 12th graders, focused on active transportation, bike repair and youth empowerment
- Support the Outreach & Education Coordinator with outreach and recruitment efforts in local schools
- Train and coordinate staff and volunteers supporting bike education programs



- Oversee bike-related equipment logistics including purchasing, inventory, maintenance and storage
 - Lead planning and setup of bike repair community space, including layout, tools and donation systems
 - Develop systems for space operations, safety, bike intake and redistribution
 - Foster strong partnerships with schools, organizations and community members to expand SNCW's impact in sustainability and bike safety and repair in particular.
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Key Responsibilities

Afterschool Bike Education (80% of time)

Program Development & Delivery

- Lead the implementation of a youth bike education program for cohorts of middle school and high school students, utilizing the Cascade Bicycle Club curriculum on bike safety, maintenance, and assembly.
- Ensure a safe, inclusive, and supportive learning environment.
- Lead procurement, organization, maintenance and inventory of bikes, tools, and safety gear needed for instruction.
- Manage other staff and volunteers in curriculum delivery

Outreach & Relationship Building

- Assist Outreach & Education Coordinator in outreach and presentations to local middle and high schools, alternative education programs, and youth organizations and community events to recruit student participants.
- Work closely with and communicate regularly with counterparts at Wenatchee CAFÉ, especially the Bike Education and Youth Outreach Coordinator at CAFÉ.
- Build and maintain positive working relationships with schools, parents/guardians, and community stakeholders.
- Work with Cascade Bicycle Club grant program officers to develop the program, and as directed by the ED

Program Evaluation & Reporting

- Track attendance, completion rates, and participant feedback.
- Collect and report program data for grant reports and evaluation.
- Support the continuous improvement of curriculum and outreach strategies.

Community Bike Repair Space (20% of time)



Physical Space Setup

- Lead effort to create a floor plan for efficient layout of bike stands, workbenches, tool storage, parts bins and communal space.
- Assemble and install elements (bike stands, shelving, etc.) and organize work zones and engagement area of the space as needed
- Organize and maintain an inventory of tools and bike parts

Operations

- Create systems for intake of donated bikes and parts as well as a repair log
- Assist in setting up safety protocols
- Ensure volunteer guidelines and liability waivers are in use
- Along with the Outreach and Education Coordinator, build relationships with local bike shops
- Coordinate donation drives for used bikes as well as repaired bike distribution events
- Plan and implement repair workshops on a small scale before the Community Space opens in 2027, and on a regular basis after it opens

Additional Duties

- Support other education or outreach initiatives as needed.
- Participate in staff meetings, training, and organizational events.
- Contribute to a positive team culture and youth-centered programming.
- Support organization projects as requested by the Executive Director

Qualifications

Required:

- First and foremost, a passion for sustainability, environmental education and carbon footprint reduction as shown through personal or professional experience.
- Experience and passion for working with youth in educational or recreational settings.
- Experience or a strong hobby focus in bike repair
- Experience with biking as alternative transportation
- Strong written and verbal communication.
- Organized, with an ability to manage multiple projects and deadlines.
- Comfort with technology, including social media, Slack, Google Workspace, Zoom.
- Cultural humility and experience working with diverse populations.



- Must possess a valid driver's license and pass a background check.

Preferred:

- Bilingual in Spanish is highly preferred.
- Previous experience in a nonprofit, education, or youth development organization.
- Knowledge of trauma-informed and inclusive practices.
- Associate's degree or above
- Ability to drive a truck and trailer preferred.

Working Conditions:

- Position includes a combination of work in an office and shop space, school visits, outdoor activities, and hands-on bike riding and repair instruction.
 - Some evening or weekend events may be required.
 - Must be able to lift and move bicycles and related equipment (up to 50 lbs).
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Compensation & Benefits

- Hourly rate of \$25/hour.
 - Flexible schedule, with the majority of work between the hours of 9am to 6pm with some evening or weekend work.
 - Potential to work remotely up to quarter-time.
 - Flexibility in scheduling personal (unpaid) time off
 - Professional development opportunities.
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How to Apply

Interested candidates should submit these materials to Marlene Farrell at marlene@sustainablencw.org:

- Resume (max 3 pages)
- Cover letter outlining qualifications and interest in the position
- A list of three professional references.

Applications accepted on a rolling basis, and the position is open until filled. Sustainable NCW is an equal-opportunity employer.