Founded in 1998, Marin County Bicycle Coalition’s mission is to create a healthy, connected, and sustainable Marin by promoting bicycling for everyday transportation and recreation. Our vision is that the Marin of the future will enjoy a comprehensive network of safe, convenient, and connected places to bike, both on road and off. It will be a place where everyone bikes everywhere, everyday—where bicycling is a normal part of life and the first choice for transportation, and the strengths and benefits of the bicycling movement are understood and embraced by all.

The Office Administrator will oversee day-to-day operations and be the first point of contact for MCBC members and volunteers. He/She/They will manage an array of tasks, including 1) membership and database management, 2) help with events and scheduling classes, 3) volunteer recruitment and management, 4) office management, and 5) other administrative duties as needed. The Administrative Assistant must be prepared to “roll up their sleeves” and help where needed on a range of tasks toward the accomplishment of broader organizational needs. This position is supervised by the Director of Events and Off-Road Advocacy.

Responsibilities

- Cultivate a sense of appreciation and belonging among MCBC members and volunteers
- Manage and maintain MCBC’s membership database (Salesforce)
- Assist event execution
- Recruit, train, and coordinate volunteers to support key MCBC events
- Manage MCBC’s office, including ordering supplies
- Manage MCBC’s online shop and inventory
- Provide administrative support for MCBC’s educational programs (namely Safe Routes To Schools)
- Process mail and prepare income for processing by MCBC’s bookkeeper

Top Skills

A Skilled Multitasker that has a natural “Can-Do” approach to work

- Excellent Time Management Skills
- Energetic and Extroverted: Displaying a natural ability to provide great customer service
- Good Work Ethic, Honest, and Dependable
• Good Communication Skills (verbal and written)
• Enjoys working within a small team
• Computer Proficient - Specifically in google platforms, Safesforce a plus
• Proven ability to work independently within a face-paced environment
• Well-Organized while prioritizing workloads and goals
• A Proactive Approach towards maintaining an organized office environment (e.g., purchasing/ maintaining office supply inventory, etc.)
• Good problem solving, research, and negotiating skills
• Must be able to lift 20 lbs. (i.e., moving office supplies, water, etc.)

Qualifications

• Previous experience in an administrative support role (or similar)
• Customer Relationship Management software experience (preferably Salesforce)
• Desired skills: Salesforce, Excel, Google Docs / Forms, WordPress
• Belief in MCBC mission; must value bicycling and bike/ped-friendly communities

Salary & Benefits

Salary range is hourly based on approximately $45,000, depending on experience. Includes excellent benefits package. Employees receive 28 days of paid time off per year, composed of nine holidays, 15 days of flexible paid time off, and the four workdays between Christmas and New Years.

Hours are full-time, exempt. Some evenings and weekends required.

To Apply

Please send a resume and cover letter to jobs@marinbike.org with the subject line “Office Administrator [Your Full Name]”.

Emails only, no phone calls please.