



Temporary Administrative Support Position 15-20 hours/week Immediately through August, 2024 (possibly longer)

*****This is a remote position, however, candidates must be based in Marin, preferably in the Ross Valley. Candidates from outside this area will not be considered.*****

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, every day – 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.

This is a part-time, temporary position covering for an employee who is on medical leave.

An MCBC Administrative Support person must be prepared to “roll up their sleeves” and help where needed on a range of projects, events and volunteer recruitment.

You'll be an integral part of our small team, taking the lead on all administrative responsibilities, including:

- Data entry: input and update information into Salesforce accurately and efficiently. This data can include customer information, sponsorship and other opportunities, account details, and more.
- Handling correspondence, including answering emails, text/phone calls, and inquiries from the general public.
- Processing incoming and outgoing mail. This includes donations, and preparing mailings for new members.
- Prepare donations and payments for processing by MCBC's bookkeeper
- Providing general HR support for the organization. Assisting in the dissemination of new or updated HR policies, procedures, and employee handbook updates.
- Maintain organized filing systems, both physical and digital, to ensure easy retrieval of donation documents and correspondence.
- Assist with event execution, requesting certificates of insurance, ordering permits, and other tasks when necessary.
- Volunteer recruitment, and coordinating volunteer activities. This can include creating schedules, recruiting help, assigning tasks, and ensuring that volunteers have the information and resources they need to succeed.

Top Skills

You are a skilled multi-tasker who has a natural “can-do” attitude!

- Well-organized and detail-oriented with the ability to prioritize workload
- Energetic and positive: a natural ability to provide great customer service
- Good work ethic, honest, and dependable
- Good communication skills (verbal and written)
- Enjoys working independently
- Computer proficiency - specifically in Google Suite.
- Salesforce proficiency
- HTML skills are a plus

Salary & Benefits

Compensation will be \$26/hour. Employees receive 28 days of paid time off per year. This is composed of nine holidays, 15 days of flexible paid time off, and four workdays between Christmas and New Year's. This position will earn time off based on the percentage of full-time work worked.

To Apply

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

This is an exciting opportunity to make a meaningful impact within a supportive and collaborative work environment. If you're ready to roll up your sleeves and contribute to our mission-driven organization, we'd love to hear from you!

Emails only, no phone calls, please.

MARIN COUNTY BICYCLE COALITION IS AN EQUAL OPPORTUNITY EMPLOYER.

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