



Community Event Specialist

Wisconsin Bike Fed is seeking a part time Community Event Specialist to support current staff in planning, managing, and carrying-out a variety of events throughout the year. Events include but are not limited to: Wisconsin Bike Week, 35th Anniversary party, Tabling at various rides, festivals or expos, Tour Of America's Dairyland, online fundraising events, Santa Cycle Rampage, and more! The ideal candidate is collaborative, has excellent communication and organizational skills and is enthusiastic about cycling.

Responsibilities for Community Event Specialist

- Collaborate with Bike Fed staff and volunteers through the process of event planning, development and execution
- Engage with fellow Bike Fed staff to coordinate event marketing
- Set up and take down displays and tents
- Interact with attendees at the event, share information about the Bike Fed
- Sell Bike Fed memberships and merchandise, handling money and tablet for credit card transactions
- Utilize ticketing and event management applications
- Help assess impact of events by tracking attendance, sales, surveys/evaluations, etc.

Qualifications for Community Event Specialist

- Ability to work independently
- Incredible interpersonal skills
- Ability to juggle multiple tasks at once
- Ability to stand on your feet for at least 8 hours a day
- Carry heavy items up to 40+ lbs
- Ability to create marketing and event tracking materials
- Occasional weekend and evening availability, particularly during summer months
- Access to a vehicle to travel around the region or state
- Passionate about active transportation initiatives

Schedule and work location: A hybrid working environment based in our home office in Milwaukee. Work from home is allowed. Must be able to attend scheduled events. Hours available will fluctuate monthly based on upcoming events and tasks to be done.

Additional Opportunity for applicants with qualified skills: We are also in search of part time staff to help with design and graphics. For the right person these jobs may be able to be combined to provide a more consistent availability of work throughout the year. If this is you please note at the time of application you are interested. See also more <insert link> on the Design Specialist position.

Pay: \$20/hr

To apply: send resume to info@wisconsinbikefed.org with name and position applied for in the subject line by February 17th, 2023. Rolling interviews will be held as applications come in and scheduling allows so don't delay applying!

The Wisconsin Bike Fed is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.