



Summer Job Opportunity:

Project Manager

Gear Up! Used Bicycle Social Enterprise for Youth Employment

Mid-May to mid-August 2018, full-time, \$16.00 per hour

With possible part-time hours in late April/early May and to end of September

Cycle Kingston Inc. is a volunteer-led, local, registered charity whose mandate is to provide safe cycling education and cycling skills training to encourage safe, healthy, community-friendly transportation choices in the city of Kingston.

Cycle Kingston is seeking to hire a **Project Manager** to manage and grow its social enterprise initiative, **Gear Up! Recycled Bikes – a used bicycle business that provides workplace training for youth**. This enterprise procures and repairs used bicycles, then markets them to a range of groups in Kingston, with a focus on providing access to bicycles for transportation for new Canadians and other residents of Kingston, while providing important workplace training for youth. This will be the fourth summer of operations for the enterprise. You can learn more at the Gear Up! website: www.gearupkingston.ca.

Eligibility

As this position is funded in part by the *Canada Summer Jobs* program, **applicants must be between 15 and 30 years old.**

Tasks and Responsibilities

The Project Manager is responsible for:

- Hiring and mentoring youth engaged in the business
- Managing finances and staffing of the business
- Marketing of business to build visibility in Kingston
- Managing procurement of used bicycles and supplies needed by the business
- Meet with and prepare reports for the steering committee/ President
- Liaising with local businesses and social enterprises to promote the business and the opportunities for youth
- Working with local youth organization on youth hiring and job-skills training
- Teaching cycling safety awareness to youth and adults, including new Canadians
- Maintaining an active social media presence
- Maintaining a professional store and business presence
- Encouraging citizens to support the business through membership in Cycle Kingston or donations
- Other similar duties to be determined

Requirements and Qualifications

What we require of a Project Manager:

- Must have a clear criminal record check (CPIC) with vulnerable sector screening

Demonstrable skills for the Project Manager include:

- Ability to work with and supervise high-school aged youth
- Effective, engaging, and dynamic speaking skills applied to both groups and individuals
- Respect for people regardless of their background, income level, ethnicity, culture, age, disability, or sexual orientation
- Strong self-motivation
- Independent problem-solving skills
- Familiarity with social media applications and strong office technology skills (Internet, MS Office applications)
- Ability to work cooperatively with others in and outside of Cycle Kingston

Qualities that will be a positive addition to the application:

- Marketing skills and experience
- Ability to develop good customer relations
- Retail management skills
- Experience and skills in bicycle maintenance
- Knowledge, interest and involvement in cycling and cycling safety issues
- Knowledge of charitable organizations and/or social enterprises
- Experience communicating with the media
- Fluency in French and/or other languages

Terms and Conditions of Employment:

Terms of employment, conditional on final funding approval, will be:

- Working full-time hours (30 hours per week), no overtime pay, during the summer peak period
- Working part-time hours (10 hours per week) prior to and after summer peak period (e.g. late April/early May, and mid-August to end of September)
- Compensation of \$16.00 per hour, plus 4% vacation pay, paid bi-weekly
- Incentive pay (in addition to wages) based on bicycles sold

Notes:

- There is some flexibility on the start date and duration of employment, but the available hours for the position are fixed based on grant funding
- You will be supported by a volunteer Steering Committee, and have access to volunteers who can assist with various aspects of this venture
- Potential for extension based on success of project or receipt of additional funding

Application Process and Deadline:

To apply, please submit a résumé and a one-page cover letter briefly describing why you are a great candidate for the position. Submit your application by **April 5, 2019** to:

Neal Scott, President
Cycle Kingston, Inc.
P.O. Box 1002, Stn Main
Kingston, ON, K7L 4X8

Please submit applications electronically to: pres.cyclekingston@gmail.com

Cycle Kingston, Inc. is an equal opportunity employer and organization. Persons applying for this position will not be discriminated against based on race, religion, gender, sexual orientation, age, or disability. All qualified individuals are invited to submit an application.

Learn more about us at www.cyclekingston.ca