



**GRANT WORKER
BIKE TO SCHOOL AND WORK WEEK
ASSISTANT COORDINATOR
(Temporary)**

March 25, 2019 to June 30, 2019, approximately

Competition #: 16-COV-19
Closing Date: February 20, 2019
Rate of Pay: \$16.00 per hour
Days/Hours: Variable, short-term, based upon grant requirements and funding
This position is in accordance with CUPE Local 626 - Grant Workers

Reporting to the Active Transportation Coordinator, the incumbent is responsible for assisting in the coordination of the annual Bike to School and Work Week event.

Duties:

- Assist in the coordination of the Bike to School (BTS) and Work Week (BTW) including the BTW Team Leader Social, the BTS and BTW special events.
- Organize materials, supplies and promotional packages.
- Prepare educational and promotional materials.
- Assist in the promotion of the event through identified media including social media.
- Lead biking related educational sessions.
- Liaise with School District 22, students from Vernon Community School, Greater Vernon Cycling Advisory Committee and other relevant organizations.

Preferred Knowledge, Skills and Abilities:

- Excellent computer and website skills and abilities.
- Proficient in Word, Excel, Power Point, Picture Manager, Adobe Reader, Facebook, Twitter and other social media.
- Ability to enter information and data on the BTW-BC website and local event calendars.
- Compile data for reporting purposes.
- Proven biking knowledge and abilities.
- Ability to design and create relevant promotional materials such as flyers and newspaper advertisements.

- Good written and verbal communications skills to work effectively with stakeholders and the public.
- Demonstrated leadership abilities.
- Knowledge of the local biking trails, roads and routes.
- Demonstrated self-starter and understand the role of an ambassador.

TO APPLY:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using **one** of the following methods:

- Online at www.vernon.ca (In MS Word or PDF Format) or
- By Fax: (250) 550-3551

Internal applicants are asked to complete the on-line *Application for Internal Posting* form located on Jostle and forward this along with a resume.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted. No phone calls please!