



# SONOMA COUNTY BICYCLE COALITION (SCBC) UNPAID INTERNSHIP OPPORTUNITY Fall 2019 • 2 units (~6 hours/week)

**JOB TITLE:** Outreach & Events Assistant  
**REPORTS TO:** Outreach & Events Coordinator  
**LOCATION:** 750 Mendocino Avenue Suite 6, Santa Rosa

**ABOUT SCBC:** The Sonoma County Bicycle Coalition promotes bicycling for transportation and recreation and works to educate the community about bicycle safety and the benefits of cycling, including good health and protecting the environment. We are a membership-based nonprofit with an office in Santa Rosa. Our educational programs teach children and adults to ride safely and responsibly, and educate drivers on safely sharing the road. We encourage residents to ride two wheels instead of four with programs like Valet Bike Parking at community events; Bike to Work Month; and other activities.

## **SKILLS LEARNED:**

- Project management
- Event planning
- Community organizing & outreach
- Communications
- Fundraising
- Basic office software & equipment

## **JOB DESCRIPTION:**

The Outreach & Events Assistant will:

- Research potential community partners & sponsors
- Assist with the creation & distribution of event promotional materials
- Assist with event logistics: planning, packing, setup, breakdown, etc.
- Assist with communications: announcements, contracts, thank-yous, etc.

SCBC is a membership-based organization. The Outreach & Events Assistant will:

- Process new memberships & membership renewals
- Assist with communications with members & volunteers

## **QUALIFICATIONS:**

The ideal candidate will be comfortable conversing (in person and telephone) with a variety of people; willing to ask questions; and well-organized. S/he must be able to write well. Communications require basic computer literacy; ideally the candidate will bring their own laptop (preferably Windows-based). Event setup & breakdown requires the ability to lift forty pounds.

## **TO APPLY, SEND RESUME AND WRITING SAMPLE TO:**

Eris Weaver, Outreach & Events Coordinator  
[eris@bikesonoma.org](mailto:eris@bikesonoma.org) 707-545-0153