

## COMMUNICATIONS COORDINATOR

---

Explore Bike Share is seeking a dedicated communications coordinator to join our team. The new position will be critical to our ongoing success and represent Explore Bike Share throughout the city. Ideal candidates will have corporate and social media communications, customer service and event planning skills to go along with a positive, enthusiastic attitude and drive, detail-oriented and customer-focused outlook, and creative and innovative solutions.

### RESPONSIBILITIES AND DUTIES

- All external company communications and initiatives, including social media and press releases
- Events and programs, including fundraisers, education and safety programs, and bike rides
- Donor, sponsor and partner communications
- Media inquiries and public relations
- Customer communications
- Program and event analytics
- Community and strategic partnerships
- Perform other duties as needed

### SKILLS AND QUALIFICATIONS

- Prior biking/cycling, communications, marketing or customer service role preferred
- Superior time management and organizational skills and ability to meet deadlines
- Proven knowledge of social media management, communications best practices, and marketing ethics
- Analytical mind and ability to think critically
- Exceptional writing and interpersonal communication skills
- Familiar with Google Suite, Word, Excel and Powerpoint and ability to creating compelling presentations
- Knowledge of communications software such as Constant Contact or a similar program
- Work both independently and as part of a team, and multitask with close attention to small details
- Proficient public speaking abilities are an asset
- Strong desire to contribute to the success of Explore Bike Share
- Availability to work some evenings, weekends, and holidays, as needed

### BENEFITS

This is a regular, full-time position requiring 40 hours per week, with the occasional need to work flexible hours on weekends and evenings as business demands. Salary ranges from \$30,000 - \$35,000 per year based on experience.

Job Type: Full-time Salary: \$30,000-\$35,000 per year

**Submit your resume and cover letter to Yolanda Henderson-Kemp at [yhkemp@explorebikeshare.com](mailto:yhkemp@explorebikeshare.com).**