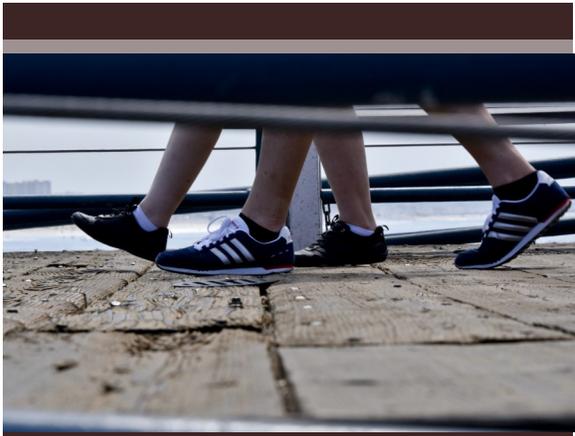


Bike Walk Golden Isles Executive Director



Bike Walk Golden Isles
Promoting Biking, Walking and Rolling on the Georgia Coast
Recruiting Brochure





About the Position

Position Summary

The Executive Director position for Bike Walk Golden Isles (BWGI) is a position funded primarily through the Georgia Office of Highway Safety (GOHS). The position will manage the day to day operations of BWGI which is incorporated as a not for profit agency. The Executive Director will assist the BWGI Board of Directors in completing its mission to increase opportunities and improve safety for both residents and visitors to bike, walk and roll in the "Gold Coast" region of Southeast Georgia, centered in Brunswick, Georgia. The person filling this role will have a unique opportunity to shape not only the job itself, but the direction BWGI takes in completing its mission.

Core Duties and Responsibilities

Oversee all day to day activities of BWGI and assist the Board's Treasurer in maintaining proper financial records.

Prepare annual GOHS grant application and necessary reports to support existing GOHS grant.

Supervise activities of part time Education Coordinator.

Working with Education Coordinator, plan, organize and conduct bicycle and safety events along with coordinating bicycle and pedestrian census counts.

Prepare written materials for public distribution including bicycle and pedestrian safety guides and maps.

Work with Education Coordinator to ensure social media platforms for BWGI including webpage, Facebook and Twitter accounts are kept up to date.

Attend community events to promote BWGI and its mission.

Serve as liaison to governmental agencies and other agencies involved in planning and implementation for bicycle, pedestrian and accessibility issues.

Seek additional funding sources for BWGI and its related projects including other grants, donations and other fundraising opportunities.

Monitor and maintain membership software and conduct membership drives.

Maintain and improve knowledge of current bicycle, pedestrian and accessibility issues by participating in professional training.

Knowledge, Skills and Abilities

- Proficiency with office productivity software including Microsoft Office, Google Calendar and Drive, Adobe Acrobat.
- Familiarity with common bicycle and pedestrian facilities and systems approach and educating others on safe behaviors in using such systems.
- Knowledge and understanding of operation of not for profit organizations.
- Ability to communicate effectively, both orally and in writing. Effective public speaker.
- Ability to develop marketing and promotional programs. Knowledge of website content management and social media techniques.
- Ability to establish and maintain effective working relationships with government officials and staff, community groups, volunteers, and the general public.

Application Process

Applications will be taken until the position is filled. The job is currently open and the successful applicant can start as soon as they are able.

All questions relating to this position should be directed to BWGI Board Chairperson Murray Pounds via email at:

poundsm@att.net

Resumes and letters of application can also be sent to this same email address.

For more information on the Bike Walk Golden Isles organization please visit our website:

Bikewalkgoldenisles.org

Job Benefits and Conditions

- This is currently a part time position with the possibility to expand to a full time position based on the interest, availability and qualifications of potential candidates. The hourly rate for the position is \$26.12 per hour.
- Eight days Personal Time Off during first six months of employment. One additional week after one year and then two weeks per year for the first three years of employment
- Nine paid holidays
- Monthly stipend of up to \$363 per month to assist with health insurance premiums
- Monthly stipend of \$40 to assist with cell phone cost
- Laptop computer for work use provided
- No retirement or other benefits available at this time



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