



Position Description

Job title	Office Manager - Part Time
Reports to	Executive Director

Job purpose

Bike Walk Wichita seeks an Office Manager to assist volunteers and residents seeking resources, services, volunteering, and making donations. Serve as a point of contact for volunteers.

Duties and responsibilities

- Welcome volunteers and residents to BWW Headquarters and connect them to appropriate contacts
- Lead the development of an Administrative Handbook
- Communicate with and support volunteer leaders (prepare tasks, gather resources, etc)
- Assist volunteers with tracking evaluation data
- Uphold Bike Walk Wichita values, such as: inclusiveness, empowerment, shared leadership, social justice
- Currently this position will be part time at approximately 10 hours/weekly, with the possibility of increasing.

Minimum Qualifications

- Experience working with diverse volunteers
- Proficient in use of computer and basic software application; experience with Salesforce and Google preferred
- Experience with event planning and group collaboration.
- Two years volunteering with Bike Walk Wichita, preferred

Personal Attributes

- A love of biking and walking and a passion for improving biking and walking for all residents.
- Accepting of all cultures, ethnicities, sexual orientation and social status.
- Ability to prioritize and manage multiple priorities.
- Ability to obtain and analyze information, and to make appropriate and timely decisions.
- Ability to prepare and communicate effectively in person, in writing or electronically to a variety of audiences.
- High level of integrity, diplomacy and initiative.

The position will be located at Bike Walk Wichita headquarters, 131 S. Laura Street, Wichita, Kansas, but will allow the selected candidate to work remotely. Preferred days in office: Friday 12-4pm, Saturday 1-4pm.

Approved by: Bike Walk Wichita Board of Directors
Date approved:
Reviewed: