



Springdale Shop Manager

Position Description

Do you love bikes, believe in the power of two wheels, and thrive in a fast-paced, mission-driven environment?

Pedal It Forward NWA is seeking a passionate and organized Shop Manager to join our team! As a key member of our organization, you'll play a vital role in both managing and operating our shop location at the Jones Center in Springdale, AR (50%), and contributing to general administrative, operational, and event tasks (50%).

Jones Center Shop Management & Operations (50%)

- Oversee shop operations at the Jones Center, ensuring a welcoming and efficient environment for customers and volunteers.
- Manage inventory, including receiving, organizing, and facilitating bike pickup.
- Supervise and coach volunteers on bike repair and shop procedures. This includes regular evening and weekend work.
- Facilitate corporate and community groups who visit the shop for volunteer days.
- Conduct bike giveaways, receive donations, and interact with public walk-in customers.
- Maintain shop cleanliness and organization, ensuring a safe and inviting space for all.
- Prepare bikes for distribution to program recipients, ensuring quality and safety standards.

General Administration, Operations, & Events (50%) - Work location flexible

- Assist with administrative tasks, including data entry, filing, and scheduling.
- Support event planning and execution, including fundraising events, community rides, and outreach activities.
- Contribute to and implement marketing and promotional efforts for the Springdale shop and Pedal It Forward NWA as a whole.
- Collaborate with staff and volunteers on various projects and initiatives to further the organization's mission.

- Stay up-to-date on NWA cycling trends and developments, incorporating them into shop operations and programs.

Qualifications:

- Passion for cycling and a strong understanding of bikes and bike repair.
- Excellent communication, interpersonal, and organizational skills.
- Proven ability to manage multiple priorities and deadlines effectively.
- Experience in customer service, and/or volunteer management preferred.
- Strong team player with a collaborative and enthusiastic attitude.
- Commitment to Pedal It Forward NWA's mission of providing transportation and recreation opportunities through bicycles.

Benefits:

- Healthcare stipend available.
- Flexible scheduling and PTO package (regular evenings and weekends required).
- Opportunity to contribute to a meaningful mission.
- Positive and supportive work environment.

Additional Information:

- This position is full-time with a salary of \$40,000/yr.
- Start date is flexible, but before the end of March 2024.
- Must be able to pass a background check, and drive company vehicles.

To Apply:

Please submit your resume and cover letter to kenny@pedalitforward.org

References upon request.

Please apply by Feb. 19th, 2024.

We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.