

EVENT SUPPORT SPECIALIST

TYPE: Part-time hourly, 8-12 hours per week, average 45 hours per month

START DATE: June 16, 2021

COMPENSATION: \$16/hour

REPORTS TO: Event Manager, Lauren Hildreth

HOW TO APPLY

Send a resume and cover letter to Gina Nida at gnida@nwatrailblazers.com.

SUMMARY

NWA Trailblazers/BikeNWA is hiring an Event Support Specialist to support the execution of public engagement initiatives for the diverse NWA community, from kiddos to adults. This person will be primarily involved in projects including Slow Streets, National Bike Challenge, Let's Play Bikes Experience activations, and external event support. The ideal candidate will have an interest in public programming, events, community organizing, and cycling/active transportation. The Event Support Specialist must have strong interpersonal communications and time-management skills. This role requires confidence and decisiveness combined with flexibility and a capacity to give and receive directions graciously.

Start date is Wednesday, June 16 or before, pending background check.

TIME REQUIREMENTS

The Event Support Specialist will work mainly on weekends and evenings; candidates must be available with few exceptions.

This person will be expected to work 4-6 hours during the work week and 6-10 hours on weekends. Time off for vacation is allowed and will need to be approved in advance.

RESPONSIBILITIES

Slow Streets- June through October

- Lead Slow Streets materials preparation, organization, and distribution
- Provide assistance to all cities during active program months with staff, reporting, and material needs
- Oversee setup and breakdown on Friday and Sunday
 - Drive truck or 15 passenger van with a 16 foot trailer
 - Supervise and lead volunteers, when appropriate
 - Serve as onsite lead and point of contact in case of concerns or emergencies
 - Follow and enforce safety guidelines

Bike Challenge- May and September

- Program participation tracking through existing platform
- Email communication with users/registrations
- Bike to School and Bike to Workday activation support (dates TBD)
- Coordinate prizes and delivery to winners
- Support celebrations for Bike Month and Cycle September

External Events/Boothing

- Support external programs such as group rides and materials/equipment transportation
- Represent BikeNWA/NWA Trailblazers to promote programs and answer questions at external events such as farmers markets, races, first Fridays/Thursdays, festivals, and more

Education Programs

- Support education initiatives under guidance of the Education Program Manager

Other events and program needs as appropriate

REQUIREMENTS

- Ability to work evenings and weekends
- Comfortable working with Google suite (gmail, google docs/sheets) and Microsoft Suite
- Valid AR drivers license and clean driving record
- Experience and/or willingness to learn to drive with a trailer- will be a component of the job

PREFERRED KNOWLEDGE/SKILLS

- Working towards/completed associates or bachelors degree in related field
 - Can be deemed an internship towards a degree, pending school approval
- Service industry experience
- Event volunteer experience
- Interest in cycling, transportation, or mobility
- Interest in working in public programming or community organizing
- Bilingual Spanish/English a plus
- Graphic design ability using Canva or Adobe Suite a plus

CONFIRMED EVENT DATES

The Special Projects Coordinator should expect to work the following dates in addition to the Slow Streets weekend schedule.

June 18-20
June 30
July 17
June 27
July 22-24

July 28
August 20-21
August 25
September 12
September 29

October 2
October 10
October 17-20
October 27

BENEFITS

Part-Time associates will receive a flat amount of four (4) hours of holiday pay

New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, Christmas Day and Your Birthday (floating holiday)

ODDS & ENDS

The work environment is often outdoors in variable weather conditions.

While performing the duties of this job, the Event Support Specialist is regularly required to stand; reach with hands and arms; use hands to finger, handle, or feel objects and/or controls; move/carry files; and sit, walk, talk, and hear. The Event Support Specialist must regularly lift and/or move up to 50 lbs. Specific vision abilities required to fulfill the duties of this job include close vision, the ability to perceive color, and the ability to adjust focus in order to handle data collection, analysis, and summary reporting. Computer work will be a small part of workflow.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Our policy is to provide equal opportunity to all persons regardless of race, color, religion, marital status, sex, pregnancy, age, national origin, disability, veteran status, sexual orientation, or any other basis, which now or in the future may be specified by law. This policy springs from our basic belief that "all people should be treated equally and with dignity and respect."

OUR MISSION

Lead the development of an innovative regional recreation and transportation movement that places trails and active transportation infrastructure at the core of an inclusive, vibrant, and healthy culture.

OUR VALUES

Diversity, Equity, and Inclusion

We commit to centering the principles and practices of diversity, equity, and inclusion in our outreach, programs, operations, and governance in order to represent, reflect, and celebrate the diversity of Northwest Arkansas.

Sustainability

We commit to innovating and optimizing to ensure that our programs and operations are environmentally, fiscally, and socially sustainable.

Innovation

We commit to synthesizing the lived experiences of our constituents with best practices from around the world to develop accessible, inclusive, and forward-thinking trail and active transportation networks.

Collaboration

We commit to working closely with constituents, cities, corporations, organizations, and industry thought leaders to develop programs and infrastructure that meets the needs and exceeds the expectations of people in Northwest Arkansas.