

75 Elizabeth Street Toronto, ON M5G 1P4 | [www.tcat.ca](http://www.tcat.ca)

### **Markham Cycles Community Bike Hub Coordinator**

Do you have a passion for sharing your love of bicycles and encouraging more people to ride? The Centre for Active Transportation (TCAT), a project of the registered charity Clean Air Partnership, is working with the City of Markham, the York Region District School Board, the Markham Cycling and Pedestrian Advisory Committee and CultureLink, to launch an exciting new project called *Markham Cycles: Incubating Cycling Hubs in Suburban Canadian Communities*. We are hiring a Coordinator to administer a Community Bike Hub in Markham, ON.

Funded by Environment and Climate Change Canada, the goal of *Markham Cycles* is to engage residents in climate change action by increasing opportunities for cycling in Markham. The City of Markham presents a great opportunity. It has the highest transportation fuel emissions of any lower tier municipality in the Greater Toronto and Hamilton Area. However, some neighbourhoods offer promising *potential* for increasing cycling (as measured by trips 5km or less which are not currently walked or cycled).

*Markham Cycles* will identify a neighbourhood in Markham with strong potential for increased cycling. The project will use targeted interventions to build participation in cycling for transportation. We will develop partnerships with a local host organization interested in becoming a “Community Bike Hub”. Through the hub, we will offer access to bicycles and tools, cycling education workshops and repair clinics, cycling mentorship activities, rides, and other engagement workshops/events.

#### *Markham Cycles* goals:

1. Address barriers to cycling in Markham
2. Build institutional capacity among local agencies and individuals to support cycling
3. Support action towards reducing transport-related greenhouse gas emissions in Markham
4. Support related benefits:
  - Community building
  - Physical activity
  - Affordable transportation

## ***Duties and Responsibilities***

### *Phase 1 – Planning (May 2018 – June 2018):*

- Develop, manage and implement the *Markham Cycles* program in a community in Markham
- Organize meetings as required and provide administrative support to quarterly advisory committee meetings
- Purchase bicycles and tools and negotiate storage space with host partner
- Work with the TCAT Project Manager and the advisory committee to develop a program plan, evaluation plan, communication plan and volunteer and participant recruitment plan for the community bike hub
- Develop partnerships with local organizations in Markham to collaborate on program delivery
  
- Work with Clean Air Partnership staff to develop a transportation greenhouse gas emissions awareness tool, to be used with students and clients at the hub
- Prepare outreach materials (includes branded signage, web site, social media, e-newsletters and school announcements) to publicize the program and to recruit mentors, bike mechanics and community members to participate in the program (with a focus on youth and students). Some assistance provided from graphic designer and web site developer.
- Assist with recruiting and oversee Program Assistant (bicycle mechanic) and volunteers
- Work with CultureLink to develop a cycling mentorship program

### *Phase 2 - Running the Community Bike Hub (July - Oct., 2019):*

- Coordinate logistics and deliver community activities and events at the “Community Bike Hub” including bicycle repair drop-in, repair training, safe cycling workshops, rides, etc. in collaboration with a Program Assistant
- Collect and track participant data as required and administer a survey to determine awareness levels regarding climate change.
- Track progress and document program developments for both social media, newsletter and web site, as well as more formal funder reports
- Some evening and weekend work required

### *Phase 3 – Evaluation, reporting and dissemination, sustainability planning*

- Report on programming to date and assist partners with sustainability planning for the bike hub
- Continue indoor programming for students and the community (ie. build-a-bike, bike repair)
- Develop and deliver a pan-Canadian webinar-style workshop to share results of the initiative
- Prepare final report for funder

## ***Qualifications***

- Project administration experience
- Completed undergraduate degree in Health Studies, Social Work, Community Development, Urban Planning, Environmental Studies, or another relevant degree or combination of relevant education and work experience
- Have excellent community knowledge and experience in Markham – ideally the candidate will currently live in and has worked or volunteered in Markham
- Demonstrated experience in community organizing, group facilitation and/or motivating and bringing people together and building alliances
- Experience working on projects with multiple partners
- Ability to multi-task, work under pressure, problem solve and deal effectively with conflicts
- Experience in developing and organizing workshops and public outreach events
- Be enthusiastic about cycling and helping others to cycle
- Have experience cycling in urban traffic and own a bicycle in good working condition
- Have bicycle mechanic skills and cycling safety knowledge (desirable, not required)

- Experience working with newcomers to Canada and diverse populations
- Commitment to anti-racism and combating other forms of discrimination
- Excellent computer (Word, Publisher, PowerPoint and other media) and communication skills (both verbal and written)
- Fluency in additional languages considered an asset (Cantonese or Mandarin in particular)
- Police reference check will be required

***Basic Details***

- Start Date: May 2019
- Duration: May 2019 – Mar 31, 2020
- 35 hours per week (some evening and weekend work required)
- \$26/hour

***Application Process***

Please submit a cover letter and resume in a single pdf to [tcat@cleanairpartnership.org](mailto:tcat@cleanairpartnership.org) before Thursday April 18 at 5:00 pm with the following subject line: Markham Bike Hub Project Coordinator.

TCAT /Clean Air Partnership values diversity and is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.

***About Us***

- The Centre for Active Transportation (TCAT) is a project of the registered charity Clean Air Partnership. TCAT's mission is to advance knowledge and evidence to build support for safe and inclusive streets for walking and cycling.