



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## Youth Development & Transitions Manager

### Job Description

**Position Description:** The Youth Development & Transitions Manager supports Youth Apprentices as they complete their three-year Youth Pathways. Transition coaching is a creative process of discovery where an apprentice and transition coach come together to define goals, clarify intentions and set them on the path to finding true career and life alignment. In this role, you will provide coaching and follow up support, connecting Youth Apprentices to resources, organizations, and opportunities that will enable them to continue to be successful as they transition out of Bikes Not Bombs Youth Pathways program. The Youth Development & Transitions Manager reports to the Director of People & Culture.

The ideal candidate for this role has the ability to engage youth without fear or bias, engaging their beliefs and abilities, their likes and dislikes. This person is also self-motivated, resourceful, and creative. The candidate has a background in case management, transitional services, and knowledge of youth-serving organizations and programs in the Greater Boston area. Experience with bike mechanics and ride safety skills are a plus but are not required for this role.

### Core Responsibilities

#### **Case Management and Transition Support (60%)**

- Provide resources and skills guidance towards post-apprenticeship goals.
- Assist Youth Apprentices in navigating digital job boards, interview prep, and developing SMART goals for career and life development.
- Address potential barriers to young adults' attendance in daily programming, closely work with BNB program managers to monitor Youth Apprentices' performance, strengths and challenges.
- Conduct regular surveys of young adults who may become disengaged from the program.
- Help Youth Apprentices navigate social services, legal institutions and other agencies that have a direct impact on them.
- Supervise the Transitional Coaching Team that consists of transitional coaches and case managers.
- Facilitate Youth Apprentice support meetings once per week.

#### **Youth Apprentice Supervision and Support (30%)**

- Participate actively in weekly 1-on-1 supervision, team meetings; and bi-weekly staff meetings.
- Schedule and hold 1-on-1 check-ins with youth apprentices to track growth and progress.
- Develop work plans for regular duties, performance improvement and long-term career development.
- Support other Youth Pathways initiatives as needed.

#### **Administration (10%)**

- Ensure upkeep with youth participant and employee data entry in Salesforce.
- Contribute to fundraising events as needed.
- Attend tabling events, volunteer fairs, health fairs, and other events in the community as needed.

#### **Background and Qualifications:**

The ideal person for this role can convey a high degree of commitment and passion for the mission of Bikes Not Bombs; has the ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision; has excellent oral and written communication skills that are effective with a diverse range of audiences; and possesses strong computer skills and ability to become proficient in relevant software.

Additional qualifications include:

- High school diploma or equivalent
- Post secondary education in psychology, social work, education, vocational education preferred
- Experience working with people between the ages of 14- 18 years old who come from varied backgrounds and experiences
- CPR Certified or willingness to become CPR certified within 1 year
- Experience navigating any of the child and family-serving systems and teaching family members who are involved with child and family serving systems
- Must have administrative and organizational skills, as well as the ability to delegate responsibility and multi-task
- Experience in program management and supervision, with the ability to mentor, motivate, prioritize, and set clear expectations
- Experience in youth or workforce development
- Personable and able to work with people from a number of different backgrounds
- Ability to work with staff, board, and volunteers with sense of humor and flexibility
- Ability to work individually and as part of a team in a fast-paced work environment

### **Racial Equity:**

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, **particularly Black and other marginalized people in Boston and of communities in the Global South** so as to amplify that voice and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.

### **Application Process:**

Please provide a resume and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Applications should be emailed to [jobs@bikesnotbombs.org](mailto:jobs@bikesnotbombs.org) and will be reviewed on a rolling basis. Please include "Youth Development & Transitions Manager" and your full name in the subject line. The compensation package is \$45,000 - 55,000/year based on applicant's qualifications. Additional benefits include - paid time off, health insurance, flexible work schedule, and discount at our bike shop. This position is open until filled. Target start date is March 1, 2022.

### **BNB's Mission and History:**

Bikes Not Bombs uses the bicycle as a vehicle for social change to **achieve economic mobility for Black and other marginalized people** in Boston and the Global South.

We reclaim thousands of bicycles each year. We create local and global programs that provide skill development, jobs, and sustainable transportation. Our programs mobilize youth and adults to be leaders in community transformation. Each year we collect roughly 5,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to economic development projects through our International Partnerships in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in Youth Pathways where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail Bike Shop & Training Center also reconditions and sells some of the donated bikes that we receive, employing many graduates of our programs. The Shop's profit from the bicycle sales, parts sales, and repairs goes towards funding our youth and international work. BNB is 37 years old and has an annual budget of \$2.5 million.