

bike works by p:ear

Assistant Shop Manager & Master Mechanic Job Announcement

To apply: Please submit a resume along with answers to the following questions (in lieu of a cover letter). The below questions along with a resume can be emailed as PDFs to info@bikeworkspdx.org or mailed to contact information below. No phone calls. Successful applicants will be contacted for an initial screening. **bike works is located at 14127 SE Stark St, Portland, OR 97233**

1. How will you utilize p:ear's equity statement (see below) to inform your role as the bike works Assistant Shop Manager and Master Mechanic?
2. As the assistant shop manager and master mechanic, how will you share your love and knowledge of bikes to connect and build strong partnerships and relationships within a diverse community?

p:ear

Attn: Nathan Engkjer

338 NW 6th Ave.

Portland, OR 97209

p:ear Equity Statement:

p:ear builds positive relationships with homeless and transitional youth through education, art and recreation to affirm personal worth and create more meaningful and healthier lives.

At p:ear, we respect and celebrate the diversity, creativity, and strength of our community. To foster individuality and truly give space to the value that each person brings — from the youth we serve daily to our staff, board, and volunteers — we must continuously work at creating an environment that is equitable and inclusive.

Our organization was built on a foundation of compassion and love, but we know we must confront the systems of oppression that are embedded throughout our community and ingrained in ourselves. This means seeing and understanding systems of oppression in our everyday lives.

Ongoing work toward building an equitable and inclusive organization is a priority at p:ear. We are committed to examining our weaknesses as well as our privileges, and to examining the institutional and individual behaviors and attitudes that may perpetuate the very inequities we wish to change.

We are committed to creating a culture of inclusion, self-reflection, and personal growth. We are committed to using our time and resources — including our social capital — to combat these systems of oppression and create more opportunity. This means applying an equity lens to our decision-making processes, using our Equity Plan as an ongoing organizational guide, and updating that plan as we continue to learn and grow. This work

will create more opportunities for individuals to thrive — from the youth we serve to our staff, board, and volunteers.

p:ear respects and celebrates the diversity, creativity and strength of the p:ear community. Equity and inclusion are a priority across all parts of our organization. We are committed to using our time and resources to help identify and eliminate disparities based on identity and to promote equitable access to our programs so we can all live in the world we want for our young people.

POSITION DESCRIPTION

Position: Assistant Shop Manager & Master Mechanic

1 FTE: Tuesday-Saturday. Requires occasional evenings and Sundays

Reports To: p:ear Works Director

Compensation: \$50,000 - Benefits include 4 weeks paid vacation, health, dental, 2% Simple IRA match, short-term disability, 8 paid sick days

Bike Mechanic Job Description

You are a dynamic individual and master bicycle mechanic, who will help support our social purpose enterprise community bike shop in East Portland. bike works supports Portland's Eastside communities, providing low cost, low barrier access to bike education, repair and sales of refurbished bicycles and parts. This position will support the Shop Coordinator, assist with daily shop operations and help mentor p:ear youth bike mechanic interns at the shop.

Required Qualifications & Competencies

- Committed to personal growth with a high degree of humor + emotional intelligence
- Dedicated to ending youth homelessness
- Must be a positive and strong role model, have a collaborative, team-oriented work style, and strong strategic and problem-solving skills
- Must be committed to non-violence, trauma informed care + compassionate responses
- Must have awareness of one's own identity, an understanding of differences, and an excitement about building relationships cross-culturally
- Strong commitment to advancing equity and inclusion and creating and maintaining a diverse environment
- Ability to learn & build on the varying cultural & community norms of p:ear youth
- Self-initiating, independent and highly motivated
- Strong leadership skills and capacity to work in a deadline-oriented, chaotic environment
- Commitment to advancing equity and creating and maintaining an inclusive environment that is welcoming for all
- Commitment to non-violence and compassionate responses
- Bike shop mechanic experience – **minimum of 5 years** in a professional setting
- Excellent customer service and communication skills
- Able to work independently, problem solve and complete tasks with minimal oversight

- Bilingual a plus

Essential Duties & Responsibilities

- Proficiently execute assembly, repairs and maintenance for all types of bicycles, particularly used and older bicycles
- Assist in daily shop operations: ordering, inventory, forecasting, bike repair
- Exemplifies compassion and understanding around the barriers of homelessness and underrepresented populations in the community - see above
- Maintain an organized and efficient work environment
- Represent bike works and p:ear and its mission to positively and professionally identify barriers and recommend solutions to better serve the community
- Attend p:ear fundraisers & community building activities

Mechanics

- Properly assess and determine bike repairs and recommend customer options
- Repair and refurbish bicycles to be sold in the shop, as well as to be donated
- Track all parts and new & used for each repair or build
- Maintain a neat and organized workspace
- Maintain a high level of professionalism
- Perform quality control checks on bikes repaired and/or built

Shop Operations

- Assist Shop Coordinator with a variety of tasks, including maintaining an inventory of new and used parts, placing orders with distributors as needed, maintaining shop tools and restocking as necessary
- Assist customers in the shop with purchases and bicycle repairs during sales
- Strong proficiency with bicycle tech

Community Programming Liaison

- Safety check all Everybody Bikes! complete bicycle prior to distribution
- Build and sustain relationships with the Rosewood Initiative community
- Represent p:ear and its mission positively and professionally
- Participate in Sunday Parkways, Free Bikes 4 Kids monthly wrenching, as well as the occasional community bike/ride events

Physical Demands

- Able to sit or stand and walk throughout the scheduled work shift
- Ability to lift and/or move up to 75 lbs

bike works by p:ear

Bike Works by p:ear promotes the bicycle as a vehicle for social change to leverage possible opportunities for homeless youth and build resilient and diverse communities. p:ear's social enterprise bike shop works to make bicycling accessible and affordable to Portland's east side community. Our full service bike shop provides an array of services, from minor adjustments and tune-ups, to full bike overhauls.

p:ear's Bike Mechanic School serves as a conduit from which our shop's intern mechanics became educated and trained in the art of bike mechanics. Under your guidance p:ear youth interns will continue to build their mechanical hard skills as well as develop the soft skills of customer service, time management, problem solving and independence to name a few.

The Rosewood Initiative

The Rosewood Initiative connects and empowers Rosewood neighbors to build a safe, prosperous, vibrant and inclusive community. The Rosewood Community Center is a hub where neighbors can help the community as they improve their own lives. Neighbors come here to interact with one another, work on projects and feel safe. Rosewood builds capacity in the neighborhood by helping people learn useful skills and by connecting friends, partners and resources. The Bicycle Shop Manager position is a partnership between p:ear and The Rosewood Initiative. This person will be expected to follow all organizational policies and procedures of both organizations.

p:ear Bike Works Agreements

Lastly, we expect the following agreements to be used with regard to every youth intern, customer and individual regardless of race, religion, color, creed, national origin, age, disabling condition, political affiliation or sexual orientation.

Agreements*

Agreements are more than a vehicle to keep conversations safe and focused. When used to their potential, agreements are an actual tool. Agreements are a tool that supports both individuals and organizations in understanding "how" to engage in productive efforts to advance equity and inclusion. We expect all employees, interns and volunteers to honor the following agreements:

- Stay Engaged** **Speak Your Truth Responsibly** **Listen to Understand**
- Be Willing to Do Things Differently / Experience Discomfort**
- Expect and Accept Non-Closure** **Confidentiality**

***Adopted from the Center for Equity and Inclusion**

Work Environment

This job operates in an often chaotic, loud environment. This role routinely uses standard (kitchen and) office equipment such as stoves, commercial dishwashers, microwaves, refrigerators, freezers, computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Travel

No travel expected for this position.

AAP/EEO Statement

It is the policy of p:ear to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, p:ear will provide reasonable accommodations for qualified individuals with disabilities.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.