



COMMON CYCLE

COMMUNITY BICYCLE REPAIR
501(c)(3) NONPROFIT

Intern/Grant Coordinator, Nonprofit

[Common Cycle](#) is a nearly ten-year-old nonprofit in Ann Arbor whose mission is to empower Ann Arbor to ride bicycles by providing access to education, workspace, and resources. Common Cycle has an exceptional opportunity for a newly created temporary position to support a City of Ann Arbor Sustaining Ann Arbor Together grant awarded to advance the donation of bicycles to social service agency clients in need of transportation. This position will report to the Board of Directors and will be a part-time, hourly, and temporary role.

Responsibilities include:

- Create, set up and maintain structures, practices, and procedures for all donation processes
- Working with relevant subcommittee leads, manage bicycle inventory and help continue development of bicycle intake and distribution processes
- Coordinate and manage relationships with relevant partner organizations
- Plan and oversee the logistics for moving bikes from storage to donation recipients
- Coordinate scheduling and training for volunteers
- Assist in maintaining Common Cycles' normal operations through overseeing open shop time and other programs
- Other duties as assigned

Qualifications Include:

- An affinity for the mission of the organization is required
- 1-3 years experience in a role requiring coordination of processes and people
- Demonstrated ability to work independently while also collaborating and providing support to a variety of stakeholders
- Strong written and verbal communication skills
- Ability to work with groups and individuals in order to achieve organizational goals and objectives
- Bicycle maintenance skills are not required

Other Details

- Start date: ASAP
- End date: August 31 (with potential for extension)
- Living wage provided
- 10-20 hours per week
- A flexible work schedule and format is possible

To apply for this position, please submit a resume and cover letter speaking to your interest to info@commoncycle.org.