

Calgary tour de nuit Society



Outreach and Events Coordinator

(Immediate Start – Short Deadline – July 7)

is one of Canada's most innovative cycling promotion organizations. Since 2009 we have been driving the commuter cycling agenda in Calgary. The ['Tour of Alberta Ride the Road' tour](#) is the genesis of our 2010 legislative initiative at City Hall, which was the initial step in building separated cycle tracks (dedicated bicycle infrastructure) downtown. Built in the right location, informed by current professional standards and accompanied with public education, this lowers risk to experienced and potential bicycle commuters. More people cycle more often.

The annual 'Tour of Alberta Ride the Road' tour, now in its seventh year, is our seminal cycling promotion event. It is a unique on-street, closed-road city bike ride incorporating features from similar events as far away as London, England. It allows Calgarians of all ages and skill levels to cycle across the city on roads not normally accessible to cyclists. Our police escort and rolling closure makes every participant feel like a visiting head of state. A number of VIPs do attend, making it the city's most influential annual bike ride.

Responsibilities:

- Execute event details for the 'Tour of Alberta Ride the Road' tour
- Coordinate with volunteers/suppliers/sponsors/partners
- Document all event planning tasks (critical path)
- Ensure all sponsors receive services under terms of sponsorship agreements
- Be helpful and courteous to all participants
- Provide input into program development to achieve metrics targets
- Utilize events to achieve membership goals
- Prepare regular progress and activity reports;
- Contribute to staff meetings and internal educational objectives.

Qualifications:

- Engaging, personable with advanced 'soft' people skills
- Excellent verbal and presentation skills
- Ability to function in a team environment with multi-disciplinary members
- Confident to direct and manage Tour volunteers and members;

There are multiple positions and these hires are funded under a government student hiring program and certain conditions will apply. All applicants must be returning students. The successful applicant must exhibit flexibility and a willingness to assist on a diverse range of activities according to project manpower requirements.

Occasional weekend work is required for the successful candidate.

Apply to: staffing@morepeoplecycling.ca on or before July 7, 2015.



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