



The Village Bicycle Project

1915 11th Ave. East, Seattle WA 98102

www.villagebicycleproject.org • info@villagebicycleproject.org

POSITION ANNOUNCEMENT

November 29, 2011

Program Coordinator

The Village Bicycle Project is seeking an applicant with at least 1-2 years of prior experience working in West Africa to fill the position of Program Coordinator. The role of the Program Coordinator is to improve the quality of VBP workshops by providing support to and facilitating communication between VBP employees, local organizers and the Board of Directors. A one-year commitment is required, while a two-year commitment is preferred. A performance evaluation will be carried out after six months.

Responsibilities:

- Promote the Village Bicycle Project's One-Day Workshop programs.
- Facilitate communication between Board of Directors, Ghanaian partners and village-level organizers.
- Bring in new applicants from across Ghana, with an emphasis on Ghanaian applicants in addition to PCVs, VSO volunteers, etc.
- Further emphasize programs with women, children, and health workers.
- Build partnerships with local organizations and NGOs.
- Review applications for VBP workshops and meet applicants in person as part of vetting process.
- Provide support, guidance and structure to organizers at the village level.
- Terminate problematic programs before the bicycles are sent to the program site.
- Attend workshops and provide support for instructors and organizers.
- Assist instructors and organizers in managing workshop finances, if needed.
- Consistently and candidly report to Board of Directors on challenges encountered and brainstorm possible solutions.
- Create informative and positive reports for fundraising purposes as well as contribute to and provide feedback on grant applications initiated by VBP board members and other volunteers.
- Respond to program development needs as they arise, brainstorming and implementing creative solutions to problems as they are discovered.

Compensation:

- \$13,000-15,000 annual salary
- Five weeks of paid vacation/sick leave.
- Round-trip airfare to Accra.
- Housing, emergency evacuation insurance and work-related transportation/accommodation are paid by VBP.

To Apply:

Interested applicants should send a resume and cover letter to:

Director David Peckham (info@villagebicycleproject.org) by January 15, 2012.