

JACK THE BIKE MAN, INC.

Children's Bicycle Charity

www.jackthebikeman.org

OFFICE MANAGER

JOB REQUIREMENTS

Jack the Bike Man Inc, is a very unique children's charity plus.

We have behavior modifications programs and children teaching programs all centered on bicycles and bicycle safety.

We give thousands of bikes to small children, we have adults and older teens earn their bike and we sell our higher quality restored bicycles.

We need a full service Office Manager to be able to do the following;

- Open and close the shop daily
- Daily DATA entries
- Keep our mailing lists up to date
- Arrange the incoming mail to the correct area
- Maintain volunteer records and time sheets
- Volunteer assignments
- Schedule Bike Pick up's
- Handle correspondence
- Filing
- Maintain time cards
- Organize and maintain Grant information
- Keep all records in order and safe

There is more that I cannot think of as we have not had a full time Office Manager in the past. Our office is in the Bicycle Shop Warehouse.

You will report directly to the Executive Director and work with the Program Director, Shop Manager and the Development Director.

Please send your resume to Jack@JackTheBikeMan.org

Mailing Address: P.O. Box 17565 • West Palm Beach FL 33416
Shop + Warehouse: 2406 Florida Ave., West Palm Beach, Florida 33401
561.832.0071 T • jack@jackthebikeman.org

Jack the Bike Man, Inc. is a 501c3 not for profit corporation. 100% of your donation is tax deductible.
A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE. FLORIDA DEPARTMENT OF AGRICULTURE SOLICITATION REGISTRATION #CH25140. JTBM Federal Tax ID number 26-0579626

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