

**Job Description for  
COPMOBA Coordinator**

The Coordinator position for the Colorado Plateau Mountain Bike Trail Association, Inc. (COPMOBA), is a multi-faceted role with diverse responsibilities, vital to the continued success of COPMOBA as the effective trail creation organization that it has been for 28+ years. COPMOBA is a multi-chapter, non-profit organization with both individual and business members located throughout the country, and with strong connections throughout many communities in Western Colorado. The Coordinator reports directly to the board of directors, primarily interfaces with the president for planning and direction, and will be involved in activities spanning all of the chapters in the organization, geographically spread across a portion of Western Colorado.

The Coordinator position is between half and full time (1000 - 2000 hrs/yr), to be defined through the interview process. However, seasonal activity levels can vary widely. Compensation will be provided at a constant value based on an average hourly level. Pay will be determined based on experience and capabilities, with a beginning base rate consideration of \$15 - \$20/hr for discussion purposes.

Following are some of the baseline responsibilities and skills involved in the job.

Typical responsibilities will include, but are not limited to;

**Responsibilities:**

- Membership management & fulfillment; including individual and business member outreach, response & support, renewal notification, database maintenance, coordinate financial transactions, work closely with organization treasurer.
- Maintain soft-goods inventory & stock for membership fulfillment needs & product sales needs.
- Email, phone, & postal communication response & management.
- Event coordination, planning, support, and execution; (events primarily chapter driven)
  - donation outreach & management
  - event creation, outreach, communication
  - event volunteer coordination; including sign-up, material & food support, etc.
  - Board meeting planning, scheduling, and support, including board meeting attendance.
- Weekly newsletter creation and distribution
- End of year chapter report creation and distribution
- Website maintenance & update; content solicitation & organization, content posting, work with site creation resource for ongoing updates/changes.
- Communicate organizational activities via social media channels; event postings & follow-up
- Work closely with public land agencies & CPW; maintain communication, coordinate meetings as necessary, maintain assistance agreements via quarterly updates through federal PAIR system.
- Coordinate, and, on occasion, fulfill grant submissions and informational input & responses.
- Seek new grant funding opportunities
- Coordinate outreach to partner organizations.
- General Chapter Support
- Tour de Bloom assistance

- Tour de Bloom assistance

Skills, experience, or characteristics required or deemed beneficial in support of these responsibilities are;

**Skills & Experience;**

- Personal passion for mountain biking, trail creation and the role of mountain bike trails and mountain biking as an element of a healthy community, and the belief in the importance of volunteerism in this process.
- Personal knowledge and familiarity with the trails and trail resources in the western Colorado region. And further, interest in expanding the breadth and depth of that knowledge as an active figure of the organization.
- Can-Do attitude!, operate responsibly, with integrity, and with attention to detail.
- Effective at public interaction and working with volunteers, meeting coordination, etc.
- Comfortable and effective communication with membership, partner organizations, news media, and organizational leadership.
- Effective communication via phone, written means (email, newsletter, social media), public speaking, etc.
- Flexible schedule availability - many events take place at irregular hours (evenings & weekends) and locations. Local travel is an integral part of the job.
- Familiarity and effective experience with a variety of common office software, including MS Excel, Word, Powerpoint, social media platforms (Facebook primarily), Mailchimp email management system, Little Green Light donation management system, and Quickbooks.
- Comfortable and effective with computer use, and execution of common office type activities; document creation, printing, copying, electronic document exchange, email distribution, newsletter creation, etc.
- Experience with some image oriented software is helpful - for signage and image creation, event flyer creation, etc.
- Comfortable with learning new software interfaces - such as BLM financial interface system (PAIR), misc grant submission interfaces with various organizations, etc.
- Knowledge of regional organizations such as; service organizations, public entities (cities, counties, etc), business organizations, comparable MTB trail organizations, enthusiast organizations, etc.
- Organizational development and capacity building skills a plus