

Bicycle Mayor Network Intern

Job Description

Position Type: Student internship (must be a current student)

Hours: Full-time 4 days (preferred) / part-time (24 hours a week at least)

Duration: 6 months

Start Date: Mid-August (preferred) / early September

Compensation: Monthly stipend

Location: Overtoom 435, Amsterdam

Deadline: Rolling - applications will be assessed as they are submitted.

BYCS are looking for an enthusiastic Bicycle Mayor Network Intern to join our Amsterdam team for a full-time / part-time position over 6 months. Within this role you will support BYCS in managing our onboarding processes, network coordination, developing digital communication campaigns, and assisting in global projects within the Bicycle Mayor Network. You will gain a holistic understanding of the importance of narrative and communication in order to achieve cycling-centric cities worldwide.

Responsibilities:

- Running support on integral processes to the Bicycle Mayor Network including onboarding, offboarding, assisting in producing monthly newsletter creation, and more.
- Assisting in running local campaigns to grow the network.
- Tracking metrics and KPIs related to network quarterly goals
- Fostering engagement and collaboration within the grassroots network
- Interfacing with Bicycle Mayors on social media
- Producing our monthly newsletter and supporting our internal network communication.

Learning Opportunities

- Coordinating a grassroots network in the field of urban mobility
- Understanding how (I)NGO projects are developed, managed, and implemented
- Participation in strategic planning and forward thinking meetings
- Critical thinking around project/program development
- Simultaneously develop granular, process oriented skills with strategy and critical thinking

Qualities We Seek

- Educational background in Administration, Business, and/or Urban Planning
- Previous experience in administrative roles highly valued

- Strong organisational skills and attention to detail
- Entrepreneurial spirit - always looking for new connections between people and opportunities
- Able to establish and develop relationships with internal and external stakeholders
- Comfort in a dynamic working environment
- Ability to work independently with limited oversight
- Interest in urban cycling and sustainable development
- Experience (or ability to learn quickly) with digital tools including the Adobe Creative Suite, Mailchimp, Airtable, Asana, Wordpress and Google Drive.
- Languages: English (fluent), Dutch (preferred), Spanish (proficient, preferred)

Benefits:

- Internship stipend in accordance with Dutch Educational Internship regulation.
- Be part of a young, passionate, and welcoming team from diverse backgrounds, passionate about cities, cycling, sustainability, social equity and communication.
- Flexible working conditions, with the ability to work remotely temporarily as needed
- A flexible office in Overtoom, Amsterdam
- 4 day work week environment

About BYCS

We dream of an urban future in which half of all city trips are by bicycle by the end of the decade. To help achieve this, we facilitate the development of a bicycle culture in cities across the world, guided by this bold mission that we call 50X30. Our work is rooted in the belief that bicycles provide more than efficient and sustainable transportation. Whether it is to attain gender-fair cities, decrease urban inequality, improve community health, foster neighbourhood economies or ensure urban resilience, the bicycle is a powerful tool for societal transformation.

About the Bicycle Mayor Network

The Bicycle Mayor Network brings together volunteer changemakers representing more than 135 cities in over 34 countries. Bicycle Mayors work with government, industry, activists, and residents to uncover the economic, societal, health, and environmental benefits that increased cycling can bring. Bicycle Mayors are selected for a period of two years during which they focus on addressing the main identified barriers to increase cycling in their cities.

How to Apply

Before applying, learn about our [organisation](#), [our work](#), the [Bicycle Mayor Network](#), and the [Bicycle Mayor position](#).

Then, [complete the form](#).

Questions? Email simon@bycs.org