

Program Coordinator

The Girls on the Run of NOVA (GOTR NOVA) Program Coordinator (PC) supports the high-quality implementation of the GOTR and Heart & Sole (H&S) programs at elementary schools, middle schools and community-based sites throughout Northern Virginia. Program implementation includes the operational and administrative logistics for all aspects of program delivery, program registration procedures, program supply ordering and program documentation support.

The responsibilities of the PC requires a high degree of organizational capacity, flexibility and attention to detail in a fast paced environment. The incumbent will be a critical member of the Program team, providing the necessary support to ensure efficient and smooth GOTR and H&S seasons. This position requires local travel and some evenings and weekends to represent GOTR NOVA throughout Northern Virginia at relevant program-related venues. The PC reports to the Program Director.

Areas of Responsibility:

Program Operations & Logistics

- Support compliance with local policies (school and municipal) that affect the program team;
- Support and help implement seasonal coach and supply pick-up logistics;
- Manage Team Adelaide volunteer program each season including orientation, scheduling and support;
- Work with the Engagement Manager to oversee team snack needs assessment, logistics, planning and distribution;
- Manage Site Approved Payment process;
- Maintain inventory of program team supplies and curriculum;
- Coordinate program t-shirt ordering each season;
- Work with fellow Program Team members to develop and implement seasonal timeline;
- Maintain program documentation related to season activities using tracking documents and spreadsheets;
- Conduct Pinwheel (CRM) data clean-up and maintenance; and
- Support ongoing, effective communication with volunteers, coaches, site liaisons, participants and families throughout the program season.

Administrative Tasks

- Attend regular staff meetings to ensure strong communication and collaboration with all GOTR NOVA staff;
- Work with the staff to produce the most relevant information for our volunteers, coaches, participants and families; and
- Support the Program Director and GOTR NOVA with additional tasks otherwise not specified.

Qualifications:

- Minimum of 2 years relevant experience
- BA or BS in a related field or equivalent experience
- Strong interpersonal, written and oral communications skills to ensure effective interactions with diverse individuals, with all levels of the organization and with the public
- Must be well organized, self-directed and a team player
- Experience working with Google Applications, Microsoft Office Suite, and a background or willingness to learn Mac systems
- Must be available for some local travel and able to work a flexible schedule, which includes some evenings and weekends
- Experience in operations and/or administrative roles
- Experience managing multiple projects simultaneously
- Experience with youth development-oriented non-profit organizations or agencies, desirable
- Proficiency in Spanish speaking skills, desirable

About Girls on the Run of NOVA

At Girls on the Run of Northern Virginia our mission is to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum, which creatively integrates running. Girls on the Run of Northern Virginia

advocates and delivers physical activity-based, positive youth development programs (PA-PYD) for pre-adolescent and adolescent girls in Arlington, Fairfax, Loudoun, and Prince William Counties, as well as the Cities of Alexandria, Falls Church, Manassas, and Manassas Park. We are creating a community of girls empowered to be their best, by teaching them the skills they need to be strong, confident, and healthy women. Together, we are inspiring girls to know their limitless potential and boldly pursue their dreams. To learn more, visit us at www.gotrnova.org.