



Job Title: Program Manager/Communications Coordinator

Location: Tacoma, WA area

Reports to: Executive Director

FLSA Status: Part time (30 hours per week)

Organization Summary

Girls on the Run WestSound is a local nonprofit organization that operates in agreement with Girls on the Run International and is dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. Our program currently serves 3 counties including Kitsap, Mason & southwest Pierce. In FY 2023, over 875 girls participated in our life changing program.

The Girls on the Run program provides a safe and interactive way to learn about healthy living which includes an introduction and education on important topics such as goal-setting, cooperation, healthy decision-making, and self-respect, while training for a 5K event. The innovative curriculum teaches girls to listen and open up while also encouraging them to commit to a healthy lifestyle and harness the inner strength that they possess. Our important mission is accomplished by giving girls the tools to make positive choices for a healthy body and mind, while reducing the many risks they face today.

At Girls on the Run, we weave joy and celebration into all we do. We communicate early and often in collaboration, we adapt creatively, and we hold space for our differences and for dreaming big. At Girls on the Run, our core values guide our way. We believe that all girls and communities should have access to our programs. We commit to eliminate barriers to participation, to continue creating programming that engages all communities, to be intentional about staff and volunteer diversity and to promote a culture of inclusion across the organization.

GOTR is dedicated to not only ensuring our staff and volunteers have been trained to understand social context, create positive inclusive environments, and build genuine relationships, but also to ensuring that our staff and volunteers reflect the diverse and vibrant communities and girls we work with. Therefore, we strongly encourage applications from all Backgrounds, including Black and African-Americans, African immigrants, Asian-Americans, Indigenous people, people with disabilities, Latinx individuals, and LGBTQ-identified people.

Position Profile (Program Manager portion of the combined position):

The Girls on the Run® Program Manager (PM) must possess a passion for and commitment to improving the lives and opportunities of girls in third through eighth grades. The Program Manager reports to the

Girls on the Run Executive Director and will work in collaboration and partnership with two other Program Managers in the WestSound council. This part of the combined position averages 20 hrs/week. The Program Manager is responsible for managing Pierce County Girls on the Run programs and coach volunteers and expansion into Thurston County. Some of the key responsibilities falling within these areas include:

Program Outreach and Site Management

- Implement the Girls on the Run strategic program plan and achieve program goals with respect to number of girls served, number of site locations and demographic requirements
- Develop effective marketing strategies that result in increasing the number of new sites each season
- Work with community leaders, schools and other groups to maximize the success of Girls on the Run programming
- Manage and support the needs of all new and existing sites
- Enforce all current site policies and procedures and generate innovation and improvement as needed

Coach Management and Training

- Ensure all program sites are staffed with trained and qualified volunteer coaches
- Manage all aspects of coach training, including Girls on the Run NCT training, CPR & First Aid, and background checks
- Enforce all current coaching policies and procedures and generate continuous improvement
- Work with sites to develop effective coach recruitment and retention strategies
- Oversee and support the needs of all coach volunteers
- Design and implement coach appreciation opportunities

Curriculum/Equipment Management

- Purchase and distribute all curriculum materials including: coach boxes, coach manuals, healthy snacks and program equipment
- Manage inventory and distribution of coach and program curriculum, materials and supplies.

Budget and Administrative

- Work with Executive Director to develop program budget
- Manage program budget
- Set up and manage program events, site and coach recruitment pages in Pinwheel
- Ensure the timely and accurate collection of data; oversee the information management of rosters, girls, numbers and program revenue
- Oversee and manage all participant financial assistance policies and procedure
- Manage all coach files, sites files and other program related paperwork

Position Profile (Communications Coordinator part of the position):

We are looking for a part-time Communications Coordinator to support the successful delivery of our program throughout WestSound council's territory. This part of the combined position averages 10 hours/week. The Communications Coordinator will report to the Executive Director but will develop content for other staff members as well. This person is responsible primarily for digital communications including e-news, social media, and website. A candidate able to utilize Canva, etc. to create digital designs for print (or willing to learn) is preferred. A strong candidate for this position would first and foremost be a compelling story-finder and storyteller, excel in writing and editing, have strong time management skills, and be able to juggle multiple priorities.

Digital Media:

Work with Executive Director to set the vision and strategic plan for all digital communications, leveraging resources from GOTR International when possible and ensuring GOTR's message is reaching community members of diverse backgrounds
Manage creation, maintenance, and reporting on all digital communications including:

- General e-mail campaigns, e-blasts and newsletters
- Consistent and engaging posts on social media outlets
- GOTRWS website

Telling Our Story:

- Write compelling content that showcases the organization's mission and leads readers to action
- Promote GOTRWS core initiatives, such as program registration, 5K event, fundraising campaigns, ongoing board recruitment, and special events
- Support the creation of print collateral for general awareness such as posters, registration forms, etc. and video collateral as time and resources allow
- Manage online photo platform

Media Relations:

- Draft and distribute press releases, media alerts, and public service announcements

Required Qualifications:

- Passion for Girls on the Run mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-worth, body image and whole-person health.
- Commitment to inclusion, diversity, equity and access (IDEA) personally and professionally
- Team player with a growth mindset
- BA or BS preferred
- Flexible, adaptable and effective problem solver
- Access to reliable transportation
- Data and systems management
- Volunteer management
- Computer competence
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to utilize existing and emerging social media platforms

Preferred Qualifications:

- Experience with Girls on the Run (or other youth development / wellness programs)
- Non-profit management experience
- Connections to the local community
- Training and facilitation experience
- Detail-oriented and self-motivated, capable of working well independently and collectively with limited supervision
- Interest in growing new skills, learning, and mission-centered forward progress
- Ability to multitask, prioritize and make efficient decisions
- Ability to effectively communicate (especially in writing) over a variety of media

- Demonstrated experience in writing that engages an audience and moves readers to action - applicants will be able to provide samples of past work
- Graphic design skills and experience or willingness to learn (Canva; Adobe Creative Suite: InDesign, Photoshop and/or Illustrator).
- Experience with youth, girl/women or wellness programs
- Proficiency in Spanish a plus
- Prefer employee live in greater Tacoma area

Position Specifics:

This is a part time position offering a compensation range of \$25 -\$33/hour depending on experience. In addition, Girls on the Run WestSound offers health insurance stipend to qualified candidates, mileage reimbursement, and a flexible work environment. This position can be largely remote (60% remote/40% in-person) with in-person office collaboration to be flexibly determined.

This position reports to the Executive Director. All job offers extended from GOTR are conditional pending a valid background check. Accepting applications through Oct. 13th. Successful candidates will address their excellent writing skills, social media and/or website experience, and passionate desire to support the mission of GOTR in their cover letter.

Please send resume and cover letter to Jane Duea - jane.duea@girlsontherun.org