



Job Title: Program Associate
Location: Sonoma, CA, preferred
Reports To: Program Director
FLSA Status: Non-Exempt, Hourly

Girls on the Run of North Bay Job Description Program Associate

Position Summary:

The Girls on the Run of North Bay Program Associate is responsible to provide administrative and merchandise support and assistance for the program and organization. The Program Associate will work and collaborates across a six-person team. The position hours will range from 10 to 20 hours with higher work hours during the start of the program session and in preparation of the GOTR 5K. This position primarily works with others and in the office or storage area for materials assembly, team meetings, and events.

Program Support:

- Assist with assembling and distribution of curriculum materials and program supplies for volunteer coaches, participants and families.
- Assists with tracking inventory.
- Answer questions from volunteers, participants and families from a trauma informed lens.
- Track the program information using pinwheel, and excel tracker.
- Enter data from paper registrations forms or paper surveys.
- Assist with sending communication and letters for donors and volunteers.

Girls the Run North Bay Team:

- Actively participate in weekly staff meetings and engaging in collective problem-solving.
- Work with the team to host the end-of-program 5K event that is in Girls on the Run Spirit.
- Serves as a Girls on the Run representative and champion in our community.
- Provide support on special projects and fundraising events.

Qualities and Qualifications:

- Passion for Girls on the Run mission and the ability to effectively communicate issues surrounding empowerment, self-confidence, body image and whole-person health.
- High School degree or equivalent required. 1 year work experience, or equivalent required
- Experience with Girls on the Run, preferred.
- Committed to build a more inclusive, diverse, just and equitable community.
- Positive customer service focus from a trauma informed lens.
- Can-do attitude, with the ability to work within a team.
- Willingness to work a flexible schedule with some evening and weekend work.
- Outstanding communication and presentation skills with a range of donors.
- Ability to work effectively as a team member and maintain positive, best of intent from a trauma informed lens.
- Strong attention to detail.
- Knowledgeable in Microsoft suite and adept at learning new systems.
- Access to reliable transportation for events, donor and team meetings.
- Fluency in Spanish preferred but not required.

Girls on the Run of North Bay will recruit more than 400 volunteers and serve close to 2,000 girls in 3rd through 8th grade this coming school year. We are embarking on the implementation of the new strategic plan to grow our impact, providing extra support to our under-resourced communities, and ensuring organizational sustainability. This position plays a key role to help achieve our plan.

This position is hourly, and offering a rate between \$18 - \$20 an hour, at 10 hours per week with the potential to increase with growth.

Girls on the Run North Bay is committed to be a stand-byer, celebrate uniqueness and with our volunteer life coaches help our community be more inclusive, diverse, just, and equitable, by fostering a sense of belonging and trust, mutual respect, well-being, gratitude, empathy, empowerment, and shared responsibility for people of all ethnicities, races, skin colors, national origins and ancestries, religions, disabilities, genders (including gender identity and expression), and sexual orientations.

Girls on the Run was founded to empower girls and in that spirit, we warmly welcome the participation of any child who identifies as "girl", non-binary, or gender expansive in our programs.