



## Program and Events Coordinator (Part-Time)

**Join our Team!** Girls on the Run of Silicon Valley seeks a person that is an organized go-getter, great with details and communication, and passionate about the mission of Girls on the Run!

### Organization Overview:

Girls on the Run of Silicon Valley is a non-profit, youth development program serving girls in Santa Clara, Santa Cruz, and Monterey Counties. Our mission inspires girls to be joyful, healthy, and confident using a fun, hands-on curriculum which creatively integrates running. Our ten-week programs for girls in grades 3-8 end with a celebratory 5K event.

### Position Profile:

The person in this role will provide pivotal support to both the Program Team and 5K Team throughout the year. The Program and Events Coordinator will work with the Program Team to effectively deliver the program and support coaches throughout the season, and work with the 5K Team to manage 5K volunteers and logistics. This person will also have a commitment to using the opportunities of this position to make Girls on the Run of Silicon Valley a more inclusive, diverse, equitable, and accessible organization.

This is a part-time position. The position starts mid-September and continues through June with approximately 20 hours per week, up to 40 hours in peak periods such as coach training and the 5K. The Program and Events Coordinator will work primarily from home but come into the office as needed for meetings and program and event materials prep. There will also be work-days at other locations that are needed for outreach events, coach trainings, and the Girls on the Run 5K in May. Most of the in-person work will be in Santa Clara County with some evening and weekend work required.

### Responsibilities:

Responsibilities include but are not limited to those below:

**Coach Support:** Assist Program Director and Program Manager in supporting Girls on the Run and Heart & Sole coaches throughout the season, including in the following areas:

- Assist with coach and site recruitment
- Manage teams as needed
- Manage new coach reference checks and other requirements
- Manage sign-ups, check-ins, and follow-ups for coach trainings
- Assist at all coach training events and info nights as needed
- Plan, organize, and manage CPR and First Aid Training

**Program Coordination:** Assist Program Director with program coordination, including in the following areas:

- Assist with facility use requests for program sites
- Assist with materials management, inventory, and ordering
- Assist with tub and box building throughout the season before each material or supply pickup
- Assist with and attend Tub and Materials Pickup events, Mid-Season Pickup events, and Tub return event
- Perform site visits to present Run for a Reason to the teams and offer support to coaches
- Update coaches with running buddy lists throughout the season
- Assist with program outreach and bringing on new sites each season

**Girls on the Run 5K:** Assist with and manage key aspects including:

- Manage 5K volunteer recruitment and assignments (communications, background checks, etc.)
- Coordinate 5K volunteers ensuring appropriate coverage for all 5K duties, from pre-5K preparations through event day clean-up
- Recruit volunteers to fill all needed 5K volunteer positions (motivate and empower other 5K leads to recruit volunteers, market 5K volunteer openings via all avenues) including volunteers from high schools, colleges and universities, corporate teams, etc.
- Respond to all potential 5K volunteer inquiries in a timely manner
- Recognize 5K volunteers during and after the event
- Assist with Team Tables planning and signage
- Create Fun Tubs, Happy Hair kits, and other materials for teams leading up to the 5K

**General Team Responsibilities & Other Related Duties:**

- Assist the team with any special projects and attend outreach and fundraising events
- Actively participating in weekly staff meetings, coming prepared, and engaging in collective problem-solving

**Qualifications:**

**Required Qualifications**

- Bachelor’s degree or equivalent experience
- Excellent communication skills, both written and oral
- Excellent organizational and time management skills
- Ability to self-motivate and work both independently and in teams
- Outstanding relationship-building skills and the ability to quickly engage potential volunteers
- A strong commitment to girls’ positive development and the mission of Girls on the Run
- Ability to strongly present the Girls on the Run mission and describe the programs offered by Girls on the Run
- Ability to interact effectively with other staff, the board, volunteers, school personnel, parents, children, funders and other community members and supporters
- Ability to accommodate a flexible schedule that includes working both at home and in the office as well as some evening, early morning, and weekend work
- Experience and proficiency with Microsoft Word, Excel, PowerPoint, Dropbox, and Google Applications
- Ability and willingness to travel throughout Santa Clara, Santa Cruz, and Monterey counties using a personal vehicle for site visits or trainings/professional development, and Girls on the Run events
- Occasional lifting of roughly 35-pound boxes of supplies, materials, etc. to waist high level

**Additional Preferred Qualifications**

- Fluency in Spanish
- Event management experience
- Connections to local community or ability to form connections

**Compensation and Benefits:**

- This is a part-time, hourly position, \$24 per hour
- PTO plan
- 401K plan

**To Apply:**

Please email your resume and cover letter to [jobs@gotrsv.org](mailto:jobs@gotrsv.org) with the subject line “Program and Events Coordinator Application – (YOUR NAME)” by August 21.

Applications without a cover letter will not be reviewed. No phone calls please. Application review will begin August 22. Due to a high volume of candidates, we will only contact those whose experience closely matches the job description.