Job Title: Program Coordinator
Location: Hybrid
Reports to: Program Director
FLSA Status: Part-Time (20-30 hours/week), Non-Exempt
Salary Range: $24-$26/hour depending upon experience

<u>**Organizational Summary**</u>: Girls on the Run (GOTR) of Silicon Valley is a local nonprofit organization dedicated to inspiring girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. We are one of nearly 200 GOTR chapters across the US and Canada. Our program creates a safe place for girls to grow in confidence through identifying and processing emotions, goal setting, cooperation, healthy decision-making, and self-respect, while improving their physical health and stamina.

GOTR of Silicon Valley is dedicated to being an inclusive, diverse, equitable and accessible organization. We strive to eliminate barriers to participation, to create programming that engages all communities, to be intentional about staff and volunteer diversity, and to promote a culture of inclusion across the organization.

We anticipate serving 1,600 girls in our programs in 2025. The Program Coordinator will join our team of seven staff members as we work to benefit our community through our mission-driven nonprofit.

Position Summary: The Program Coordinator is responsible for planning and executing critical administrative functions and tasks that support Girls on the Run operations, programming, and our end-of-season 5K event in May. The Program Coordinator will be a key member of the program team, helping to recruit and onboard new sites and coaches, and overseeing selected sites and teams while supporting program operations. Reporting directly to the Program Director, this position works collaboratively with our program, 5K, and development staff to support the delivery of the highest-quality programs and events for Girls on the Run participants. The ideal candidate will be comfortable engaging and communicating with volunteers and community members, as well as hands-on activities with program execution and volunteer management. 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.

Hours will range from 20-30 hours per week, and up to 40 hours in a few peak periods. Very minimal summer hours from June-August. Work will be a combination of at-home and on-site or in-office for events and logistics planning and set-up. Weekly team meetings at set times, but otherwise flexible hours with occasional weekends, evenings, and afternoon site visits to our teams in the spring.

<u>**Responsibilities:**</u>

Programs: Assist Program Director and Program Manager in supporting Girls on the Run and Heart & Sole coaches throughout the season, including in the following areas:
- Coach and site recruitment
- Manage specific teams within defined school districts
- Assist with planning and organizing coach appreciation events and gifts
- Assist with coach training and logistics
- Assist with program ordering
- Assist with management of team tubs, merchandise, and other deliverables
- Conduct site visits during the season
- Support outreach efforts, including information tables, booths at events, etc.
- Write end-of-season coach thank you cards

Other Duties
- Attend and assist with special events
- Additional tasks as assigned by the Program Director or Executive Director

Qualifications:

Required Qualifications
- 1-4 years of relevant experience, ideally as a Girls on the Run coach
- Critical thinking and strong communication skills, both verbal and written
- Excellent detail management, coordination, and tracking skills
- Proficiency in Google docs/sheets, project management software, and excel
- Ability to work well with a small team and function as a team player on a range of projects
- Ability to work independently on assigned duties
- Ability to acclimate to a changing environment and meet a flexible work schedule
- Reliable personal transportation to travel throughout Santa Clara and Santa Cruz counties
- Must be able to lift up to 30 pounds
- Applicant must be willing to undergo a comprehensive background check
- Passionate about the mission of Girls on the Run

Preferred Qualifications
- Previous experience with Girls on the Run (or another non-profit)
- Connections to local community
- Spanish language proficiency
- Desire to grow career with Girls on the Run of Silicon Valley!

Benefits:
- Hourly rate of $24-26 based on experience
- Accrued PTO
- 401K plan with employer match
- Educational opportunities for growth and skill building
- Work is meaningful, mission-driven, and rewarding!

To Apply: Please send **cover letter and resume** to jobs@gotrsv.org by August 4. Be sure to include your name and the job title you are applying for in the subject line. Incomplete applications will not be considered.