



Mercer County and Community Engagement Director

The Mercer County and Community Engagement Director for Girls on the Run New Jersey East must be committed to our mission—*“We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.”* And our vision—*“We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.”*

This part-time position requires approximately 20 hours per week. The position is home-based with flexible scheduling, but requires Monday-Friday availability. It also requires afterschool availability during program seasons (April-June and September-November), as well as occasional availability on evenings and weekends for meetings/events. The job requires extensive travel throughout Mercer County, plus occasional travel in Burlington and Hunterdon counties. The ideal candidate has strong and diverse relationships in Mercer County, particularly Trenton.

The Director of Mercer County and Community Engagement reports directly to the Program Director and Executive Director and is responsible for the management of all GOTR programming and growth in Mercer County, as well as relationship development with key stakeholders in Mercer, Burlington and Hunterdon counties.

Key job responsibilities include:

Program and Site Management

- Communicate regularly with Executive Director & Program Director prior to and throughout each season.
- Identify and market to new program sites in county and act as primary contact person for the program sites, site liaisons and coaches.
- Work with community leaders, schools and other community groups to maximize Girls on the Run success.
- Spearhead coach and participant recruitment through program site engagement and community outreach.
- Coordinate all new and existing sites.
- Make on-site visits to ensure that the program is being delivered in a manner consistent with GOTR mission and goals.
- Enforce all current site policies and procedures and generate innovation and improvement as needed.
- Collect registration information from each site liaison (where necessary).
- Attend 2x/month staff meetings, community events, trainings and 5Ks.

- Coordinate team participation in season-ending 5K event.

Coach Management

- Ensure all program sites are staffed with qualified volunteer coaches.
- Enforce all current coaching policies and procedures and generate continuous improvement.
- Communicate regularly with coaches in county regarding trainings, meetings and specific county-related information.
- Organize and facilitate coaches' meetings, as needed.

Curriculum/Equipment Management

- Prepare coach materials for all sites.
- Manage inventory, distribution and storage of coach and program curriculum, shirts, materials and supplies.
- Collect curriculum and materials at the end of the season.

Community Engagement

- Identify, cultivate and strengthen relationships with: nonprofit and government partners, community groups, colleges and universities, faith-based organizations, corporate sponsors, and individual donors/prospects in Mercer County. Coordinate with Executive Director on priorities, engagement strategies, and solicitation.
- Support Burlington County Director and Hunterdon County Director with additional outreach and relationship building with key stakeholders in those areas.
- Serve as representative of GOTR NJ East at select community and partner events that support organizational goals.
- Explore new opportunities to recruit, support and mobilize GOTR NJ East Ambassadors.
- Assist Executive Director and Program Director with donor stewardship, volunteer appreciation and other engagement activities.

Required Qualifications

- Passion for Girls on the Run mission and the ability to comprehend and effectively communicate issues surrounding empowerment, self-esteem, body image and whole-person health
- Outstanding communication skills in multiple environments and with a range of audiences (internal and external)
- Ability to multitask, prioritize and make efficient decisions
- Skilled at building relationships and connection people
- Flexible and adaptable; creative problem solving
- Reliable transportation and ability to drive to sites and meetings throughout Mercer, Burlington and Hunterdon counties and the greater GOTR NJ East area

Preferred Qualifications

- Connections to the local community in Mercer County, particularly Trenton
- Staff or volunteer experience with Girls on the Run or other youth development organizations
- Background in marketing, sales and/or community engagement

To apply for this position, please submit the following to girlsontherunnjhr@girlsontherunnj.org:

- A current resume highlighting your experiences and talents.
- A letter expressing why you should be considered an optimal candidate for the role of Mercer County and Community Engagement Director for Girls on the Run New Jersey East.