

Job Description

Program Coordinator, Cancer to 5K

To apply, please send a cover letter and resume to jobs@ulmanfund.org.

POSITION TITLE:	Program Coordinator, Cancer to 5K
REPORTS TO TITLE:	Program Manager, Support Through Sport
LOCATION:	UCF Office – 1215 East Fort Ave, Suite 104 Baltimore, MD 21230
STANDARD HOURS:	9 AM – 5 PM, Monday – Friday with flexibility + Special Events
SUPERVISES:	N/A

PURPOSE

The Program Coordinator maintains the logistics, communications, and strategic planning of the current Cancer to 5K program and the expansion to new locations. The Program Coordinator will play a vital role in the program's development by maintaining a positive, responsive, personal relationship with each of the program's participants, coaches and volunteers. They will work to ensure the UCF mission, awareness, and development interests are appropriately represented in all the organization's events, programs, and projects.

GENERAL DESCRIPTION & DUTIES

Works to ensure that the Cancer to 5K participants, coaches, and volunteers are sufficiently supported during their participation in the program. Serves as a liaison between the Ulman Cancer Fund and each of the Cancer to 5K locations. Spearheads communication with participants, coaches and volunteers at each site. Develops and executes national strategic growth plan for the Cancer to 5K program.

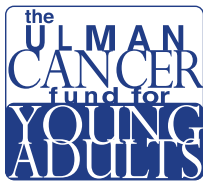
Specific duties/action items would include:

- Serve as the main point of contact for all participants (survivor participants, coaches and volunteers);
- Monitor and update online registration for the program;
- Identify and follow up on recruitment and expansion leads;
- Identify and execute strategies to solicit sponsorship in each city and nationally;
- Travel and present to potential expansion communities;
- Develop and maintain expansion application and onboarding process;
- Develop strategic growth recommendations for program;
- Process all participant and volunteer paperwork;
- Order and distribute Cancer to 5K gear;
- Order Cancer to 5K marketing materials;
- Update Cancer to 5K website, as necessary;
- Complete all participant and coach race registrations;
- Develop and maintain a social media presence on Facebook, Twitter, blogs, etc.
- Manage the planning and execution of Cancer to 5K events – including, but not limited to the Cancer to 5K Coaching Symposium and Cancer to 5K goal races;
- Support and lead special projects of the Cancer to 5K program;
- Other duties as assigned; and
- Manage coaches and programs nationally.

ESSENTIAL SKILLS & DUTIES

- Strong written and verbal communication skills;
- Detail oriented and strong organizational skills are critical;
- Ability to work on a variety of program in both independent and team settings;
- Comfort in discussing sponsorship opportunities with organizations and businesses;
- Understanding of mission and program of organizations;
- Travel required;
- Flexibility to attend both evening and weekend events and activities, as needed.

ulmancancerfund.org > 410.964.0202 > info@ulmanfund.org



EDUCATIONAL REQUIREMENTS

Bachelors Degree: Required

ulmancancerfund.org > 410.964.0202 > info@ulmanfund.org

UCF Headquarters > 1215 East Fort Avenue, Suite 104, Baltimore, MD 21230 > Cancer changes lives... **SO DO WE!**
