



Job Description

Program Coordinator, 4K for Cancer

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

POSITION TITLE:	Program Coordinator, 4K for Cancer
REPORTS TO TITLE:	Program Manager, Support Through Sport
LOCATION:	UCF Baltimore Office
STANDARD HOURS:	9 AM – 5 PM, Monday – Friday with flexibility + Special Events
SUPERVISES:	N/A

PURPOSE

Within a team structure, works primarily to ensure that the 4K for Cancer participants are sufficiently supported preparing for and during their trip. Works to ensure the UCF mission, awareness, and development interests are appropriately represented in all the organization's events, programs, and projects.

GENERAL DESCRIPTION & DUTIES

Interviews and selects the highest quality of participants for the 4K. Spearheads communication with participants during interviews, training, and the trip itself. Supports and enhances the 4K for Cancer program and its growth. Has varied level of responsibility developing an effective 4K web presence, coordinating 4K events, and executing administrative support.

Specific duties/action items would include:

- Screen applications and conduct interviews with potential riders / runners;
- Execute an effective on-boarding process for riders / runners;
- Manage communication to and from select trip participants and trips hosts;
- Train select trip leaders;
- Coordinate select service events;
- Create and manage select routes;
- Assist with maintaining a social media presence on Facebook, Twitter, blogs, etc;
- Support the planning and execution of 4K events – including, but not limited to the, leadership retreats, send-off dinners, orientations, send offs, and arrivals;
- Support and lead special projects of the 4K for Cancer program;
- Implement effective peer-to-peer fundraising strategy and best practices;
- Updates and maintains weekly fundraising and recruitment metrics
- Advise on improving and growing 4K for Cancer program;
- Help in developing short-term and long-term growth and development plan;
- Maintain a Mission First approach at all UCF/4K for Cancer activity; and
- Other duties as assigned.

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;
- Understanding of mission and program of organizations; and
- Flexibility to attend both evening and weekend events and activities, as needed.

EDUCATIONAL REQUIREMENTS

High School Degree: Required

Bachelors Degree: Required

Experience with the 4K for Cancer, or similar program, a plus.

ulmancancerfund.org > 410.964.0202 > info@ulmanfund.org