

Texas 4000 for Cancer  
Position Announcement

- **Are you excited about leadership development and looking for a place to work where you can make an impact in the fight against cancer?**
- **Do you like working with high-achieving college students?**
- **Would you like to travel to Alaska in August?**

***Then read on for the opportunity for you!***

**Position:** Program Coordinator  
**Reports to:** Program Manager  
**FLSA Status:** Full-time, exempt  
**Location:** Austin, Texas  
**Pay:** \$45,000/year

### **ORGANIZATIONAL SUMMARY**

Texas 4000 for Cancer (Texas 4000) is committed to cultivating student leaders and engaging communities in the fight against cancer. Annually, a group of more than 80 students from diverse backgrounds from The University of Texas at Austin are competitively selected to participate in the organization's 18-month leadership development program. Texas 4000 empowers each student to raise \$4,500, ride 2,000 training miles with his/her team, volunteer more than 50 hours in the community, and play an active role in planning every aspect of the ride by attending weekly meetings and taking leadership positions within the team. The program culminates in a 70-day summer bike ride from Austin, Texas to Anchorage, Alaska, to spread hope, knowledge, and charity in the fight against cancer.

### **POSITION SUMMARY**

Texas 4000 for Cancer is seeking a Program Coordinator to support the day-to-day programmatic components of Texas 4000 for Cancer's 18-month leadership development program, ensuring riders meet or exceed program requirements in a multitude of areas (e.g. training, community service, committee work, fundraising, safety & behavioral standards).

Under the supervision of the Program Manager, Texas 4000's Program Coordinator manages the overall success, safety and conduct of each Texas 4000 team. The Program Manager and Program Coordinator support each other in many ways, with the Program Coordinator focusing on the day-to-day activities and mentorship of the team members and the Program Manager focusing on future planning, program improvements, and key partnerships.

We are seeking someone with experience building, motivating and leading teams with a desire to mentor college students to develop their leadership skills. The ideal candidate is organized, detail-oriented, patient, good-humored, personable yet professional, likes collaborating and working as a member of a small team, and is passionate about the fight against cancer.

### **KEY RESPONSIBILITIES**

- Oversee the student team's leadership by helping select and train students for various leadership positions (e.g. Ride Director, Committee Chairs, Coordinators), and guiding them in their goal setting, strategy, and execution of work.
- Meet weekly with the leaders of the student team ("Ride Directors"), who each oversee several committees, to assess team progress and with each Ride Director individually several times a semester in one-on-one's to evaluate their progress and provide support and mentorship.
- Mentor student team members on being mission-focused and help them to navigate between being a friend and being a leader to maintain healthy relationships within the team, and keep up with the team members through one-on-one "coffee chats" and help to

mediate conflict when it arises within the team.

- Maintain a good working knowledge of Texas 4000's Policies & Procedures, hold students accountable to those standards, and oversee performance reviews when students do not follow Texas 4000 Policies & Procedures or meet team member requirements, along with the team's leadership and other members of staff.
- Along with the Program Manager, Executive Director and Texas 4000 Board, develop the leadership development curriculum presented at team meetings, leadership meetings and Ride Director meetings. This curriculum may include reflection activities, mock scenarios, guest speakers, workshops, etc.
- Along with the Program Manager, coordinate the efforts to recruit a diverse group of students for the next Texas 4000 team with the current team, alumni, and staff.
- Coordinate leadership curriculum, give staff updates, and approve updates from team committee chairs, presented at team meetings.
- Along with the Program Manager and the team's Fitness & Safety Chair, advise the students on their training plan, cycling technique and injury recovery plans. Coordinate logistics for skills clinics, training camps, and other fitness tests.
- During the training year, work with the Program Manager to ensure that the team members are making all necessary preparations to be successful on the summer ride.
- Support summer ride logistics by checking in with the team members and Ride Directors periodically over the phone and in-person, assist with mechanical, travel, health, and safety issues, as necessary, oversee the collection of summer ride media from team members, and help coordinate press interviews as needed with team members during the summer ride.
- Coordinate logistics for the completion of the team's summer ride in Alaska including Day 69 in Wasilla and the finish on Day 70 in Anchorage, including traveling to and managing things on-site.
- Assist in coordinating and training the team members who volunteer at Texas 4000 major events (e.g Day Zero, ATLAS, and Tribute) with the development staff, including managing them on-site at the events.
- Along with the Program Manager, seek ways to make the Texas 4000 program more efficient and effective, both independently and by soliciting regular feedback from riders and other program supporters, and track metrics to gauge how the program is improving & meeting its goals over time.
- Perform other logistic/administrative work as needed, such as creating or updating collaborative documents, documenting and streamlining processes, managing program inventory, processing rider gear orders, and coordinating program interns.

#### **QUALIFICATIONS, SKILLS, AND ABILITIES REQUIRED:**

- Bachelor's degree and minimum of one year of nonprofit experience or previous work developing young adults.
- Ability to work flexible hours, including nights (e.g. Monday night team meetings, Ride Director meetings), weekends (e.g. Skills clinics, Training Camp, half-century and cycling tests, Atlas and Tribute events) and other in-person meetings with student/riders as needed at the Texas 4000 office or on the UT campus.
- Moderate travel required, including ride completion in Alaska during the summer annually).

#### Program Experience

- Experience in leadership development and mentoring, building, motivating, and leading teams with a diverse group of people.
- Cycling training background and/or alumni of Texas 4000 or similar cycling program desirable.

#### Interpersonal Skills

- Demonstrated ability to project manage and multi-task with attention to detail.

- Excellent organization and time management skills and ability to manage multiple priorities simultaneously.
- Possesses excellent problem solve skills and demonstrated ability to adjust to unexpected circumstances to achieve desired outcome.
- Must have a mature work attitude and be respectful, self-motivated, reliable, resourceful, and able to remain cool under pressure.
- Team player who enjoys interaction with professionals, peers, volunteers and those served by the organization.
- Personable, yet professional and must maintain strict adherence to confidentiality.
- Patient and good humored.

#### Communication Skills

- Strong communication abilities, with superior interpersonal, verbal and written skills.
- Commitment to accuracy, attention to detail, highly efficient and conscientious about thorough follow-up. Impeccable spelling, grammar, punctuation skills.

#### **Benefits**

- Health Insurance - 75 percent paid for by organization
- Dental Insurance - 90 percent paid for by organization
- Vision Insurance - 100 percent paid for by organization
- Generous and flexible Paid Time Off (PTO)
- Holidays
- Travel across the country during the summer to see the riders and visit with supporters. With approval, travel can be extended to include personal visits.
- Flexible work environment
- Strong organizational culture of philanthropy
- Selected professional development opportunities paid for by organization

#### **How to Apply**

If you are ready to join the fight against cancer as part of Texas 4000's program staff, please email your resume and cover letter to [info@texas4000.org](mailto:info@texas4000.org) by Friday, October 28, 2022. Cover letter should include your experience and accomplishments in teaching/mentoring/coaching people and managing multiple projects simultaneously.

#### **About Texas 4000 for Cancer**

##### Our Mission

Texas 4000's mission is to cultivate student leaders and engage communities in the fight against cancer.

We share hope, knowledge and charity through leadership development, grantmaking, and our cornerstone event, a 4,000+ mile bike ride from Austin to Anchorage.

##### Our Vision

Texas 4000 envisions a world where all students can become leaders in creating a cancer-free future.