

Texas 4000 for Cancer
Position Announcement

Job Title: Program Coordinator

Job Status: Full Time

Reports To: Program Manager

FLSA Status: Exempt

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).

The applicant should be well-organized with a strong work ethic and excellent written and verbal communication skills. 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 patient, good humored, personable, yet professional, enjoys working as a member of a small team, and is passionate about the fight against cancer.

Key Responsibilities:

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 the big picture goals and partnerships. The Program Coordinator will:

- **Oversee Student Leadership**
 - Help select and train students for various leadership positions (e.g. Ride Director, Committee Chairs, Coordinators). Guide the students in their goal setting, strategy, and execution of work. Meet weekly with the leaders of the team ("Ride Directors"), who each oversee several committees, to assess team progress. Occasionally attend weekly Sunday leadership meetings and team committee meetings.
- **Develop Leadership Development Curriculum**
 - 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.
- **Cultivate Team Culture & Cohesion**
 - Mentor students on being mission-focused and help them to navigate between being a friend and being a leader to maintain healthy relationships within the team. Keep up with the students through one-on-one "coffee chats" and help to mediate conflict when it arises within the team.
- **Uphold Texas 4000 Policies & Procedures**
 - Maintain a good working knowledge of Texas 4000's Policies & Procedures, hold students accountable to those standards, and advise the students on holding each other accountable to those standards. Oversee performance reviews when students do not meet these standards, along with the student leadership team and other members of staff.
- **Contribute to Weekly Team Meetings**
 - Present staff updates to the team at their weekly team meetings on Mondays at 7pm. Facilitate team discussions between the team, staff, and guest lectures.

- **Oversee Team Fitness & Safety**
 - 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.
- **Support Summer Ride Logistics**
 - During the training year, ensure that the students are making all necessary preparations to be successful on the summer ride. Once on the ride, check-in with the riders periodically over the phone and 2-3 times in-person traveling to cities on the summer ride routes. Support the students with mechanical, travel, health, and safety issues, as necessary. Oversee the collection of rider media and help coordinate rider press interviews as needed. Coordinate logistics for the rider's Finish Line Festival and completion of the ride along with additional staff traveling to Anchorage, Alaska.
- **Manage Volunteers at Major Texas 4000 Events**
 - Coordinate the riders who volunteer at Texas 4000 major events, such as Day Zero, ATLAS and Tribute with the Events Coordinator. Ensure that they are assigned to volunteer shifts and are trained to complete those duties. Coordinate food and beverage for rider volunteers, taking any dietary restrictions and allergies into account.
- **Assist with Recruiting & Onboarding New Texas 4000 Teams**
 - Along with the Program Manager, coordinate the efforts to recruit the next Texas 4000 team with the current Texas 4000 team, alumni volunteers, and staff. Guide the team's recruitment committee to promote Texas 4000 to a diverse group of University of Texas at Austin students. Oversee the review of applications and applicant interviews by alumni & staff to help select the next team of riders.
- **Solicit Feedback & Improve Program Processes**
 - 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. Track metrics to gauge how the program is improving & meeting its goals over time.
- **Other Logistic/Administrative Duties**
 - Perform other logistic/administrative work as needed, such as creating collaborative documents, managing program inventory, processing rider gear orders, and coordinating program interns.

Qualifications and Capabilities:

Team player with commitment to the mission of Texas 4000 for Cancer. Bachelor's degree and minimum of one year of nonprofit experience or previous work developing young adults required. The candidate should have previous volunteer management and event planning experience. Cycling background and/or alumni of Texas 4000's program desirable. Experience in leadership development and mentoring, building, motivating, and leading teams with a diverse group of people. A highly organized, focused, self-motivated, resourceful individual with excellent written and verbal communication skills. Demonstrated ability to project manage and multi-task with attention to detail. Strong work ethic and ability to work flexible hours, including nights and weekends as needed. Enthusiastic about mentoring college students, leadership development, and the pursuit of an active and healthy lifestyle. Resides in Austin or willing to relocate to the Austin area. Moderate local travel required during the year with some out of state travel required during the summer.

To apply, please email your cover letter and resume to info@texas4000.org no later than 11:59pm on Sunday, January 5, 2020.