

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 well-organized Program Coordinator with a strong work ethic, who possesses excellent written and verbal skills, to support all programmatic components of the Texas 4000 for Cancer leadership development program, ensuring riders meet or exceed program requirements for training, philanthropy, and community service. The successful candidate is patient, good humored, personable, yet professional and experienced in building, motivating, and leading teams, managing projects, and multi-tasking with attention to detail.

Key Responsibilities:

Program:

- Assist Program Manager in development and training of Texas 4000 riders in areas of recruitment, fitness and safety, volunteer opportunities, ride preparation and logistics, meeting curriculum and support, and overall leadership development with regular attendance at Sunday night leadership meetings and Monday night team meetings.
- Work with Program Manager to manage the Texas 4000 summer ride, ensuring adherence to set policies and safety procedure and facilitating team cohesion and optimal summer experience. Responsible for frequent rider check-ins and reporting throughout the course of the summer ride.
- Oversee level of frequency and quality of fitness and safety, make coaching available to ride leaders, manage fitness and safety chair, attend Saturday workouts with some regularity, and provide support for training camp.
- Ensure optimal community and host engagement through oversight of team's Community Engagement Chair, team's circles program, and support of travel chairs and host communications
- Coordinate alumni involvement and volunteering with the onboarding and current team
- Maintain respective portions of shared reporting
- Oversee distribution, review, and reporting of the programmatic evaluation survey each semester
- Support staff, primarily the Events Coordinator, and volunteer event committees with all aspects of special events. This includes programmatic support and day of volunteer management
- Assists Program Manager, Events Coordinator and other staff with program and event needs at the finish line in Anchorage, AK
- Assist Development Manager with media relations during the summer ride when necessary

- Support and perform additional administrative work as needed, including assisting with intern task oversight if needed, record keeping, office cleaning and errands.

Qualifications and Capabilities:

Team player with commitment to the mission of Texas 4000 for Cancer. Bachelor's degree required and alumni of Texas 4000's program desirable. Minimum of one year of nonprofit experience or previous work developing young adults. Experience building, motivating, and leading teams. A highly organized and 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, with a diverse group of people. The candidate has previous volunteer management and event planning experience. Enthusiastic about the pursuit of an active healthy lifestyle. Resides in Austin or willing to relocate to the Austin area. Moderate local travel required.

To apply, please email your cover letter and resume to info@texas4000.org no later than Wednesday, April 25 at 5pm.