



Go Run Missoula

Program Coordinator

Job Description

About Go Run Missoula

Founded in 2020, Go Run Missoula is a 6-week program offered once a week at various locations around Missoula. Sessions occur in the fall, winter, spring, and summer. Led by qualified professionals, we run, strength train, set fitness goals, and develop leadership skills. Each session includes community races, trail runs, weight lifting, yoga, obstacle courses, and running games.

Job Location

This work-from-home position based in Missoula, Montana, will include regular facetime with the public, public events, and meetings with board members, prospective donors, schools, and race locations. Go Run Missoula will provide all necessary work equipment; the PC is responsible for providing a professional workspace and an internet connection capable of supporting video conferencing. Work-from-home affords our team flexibility, a relaxed working environment, and less drive time. It also requires excellent communication.

Job Description

Reporting to the Executive Director (ED), the Program Coordinator (PC) will be responsible for building and maintaining strong and effective working relationships with partner organizations, participants and their families, and the community. The Program Coordinator plans, implements, and evaluates GRM programs in coordination with the ED. This position includes a variety of administrative and program management tasks, including planning and organizing programs and activities and carrying out critical operational duties. The PC must be organized, detail-oriented, and comfortable working with diverse teams. The PC should embody GRM's mission and be a proud ambassador of the organization.

Responsibilities

Project Management & Organizational Planning

- Excellent understanding of managing projects with strict deadlines while staying within budget constraints by effectively utilizing resources.
- Support planning and coordination of a program and its activities.
- Ensure implementation of policies and practices.
- Maintain budget and track expenditures/transactions.
- Schedule and organize GRM meetings/events and maintain agenda.
- Prepare paperwork and order materials to support GRM site needs.
- Keep updated records and create reports or proposals.
- Support program growth and development in coordination with the ED.
- Track GRM KPIs and grant requirements.

- Support GRM Board Chair with Executive Director duties, as assigned, in the Executive Director's absence.
- Attend some GRM board meetings and provide relevant updates to track deliverables and deadlines.

Communication & Partner Coordination

- Manage communications through media relations, social media, etc.
- Facilitate positive relations between the program team, the public, the media, donors, stakeholders, other departments within the organization, and all other involved parties.
- Communicate with community partners, guest speakers, and administrators to plan GRM programming each season.
- Send email communication to program participants' guardians explaining the program, activities, and events at the beginning of each season.
- Act as the point of contact for GRM volunteers for issues related to program logistics.
- Coordinate with guest speakers and community partners related to program logistics for each session, sometimes including several sites per season.
- Research speaking or tabling opportunities for GRM staff in key markets.
- Develop and maintain donor database.
- Maintain robust and professional communication with GRM donors.

Site Logistics & Program Development

- Assist with planning and coordination of programs and their activities.
- Monitor implementation of program policies and practices.
- Coordinate interactions/relationships between program participants, guardians, staff, administrators, and all other program stakeholders.
- Schedule and organize program-related meetings and events.
- Oversee the implementation and tracking of program surveys.
- Provide program support to volunteers and staff.
- Assist the ED in recruiting, interviewing, and training volunteers.
- Purchase materials for programming each season.
- Act as lead coach at least one site per season.
- Provide support to coaches during the season as requested.
- Fill in for absent coaches during practice.
- Staff all GRM-sponsored races, fundraising events, volunteer trainings, and other related events.

Job Specifications & Qualifications

- 2-4 years of related experience.
- Bachelor's degree preferred.
- Experience and desire to work with youth.
- Proven experience as a program coordinator or directly relevant position.
- Knowledge of program management and development procedures.
- Ability to work with diverse and multi-disciplinary individuals and groups.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication.
- Detail-oriented and efficient.

Pay

The Program Coordinator is an hourly position. Wage will range from \$18/hour - \$20/hour, depending on experience. The PC will be expected to work an average of 15 hours weekly.

Benefits

- 3 weeks time off (PTO) and paid holidays.
- Annual, customized training opportunities based on employee goals and organizational needs.
- Mileage reimbursement related to work travel.

Job Classification

Part-Time, Non-Exempt, Hourly

Work Schedule

The PC typically works at least three to four days a week. Work often includes weekends and evenings. Additional hours may be required during races, special events, or high-volume seasons with project rollouts.

Travel

Local travel to sites in Missoula County.

To Apply

Email a resume and cover letter to Angela Bridegam, Executive Director, at angela@gorunmissoula.com with *Program Coordinator* as the subject. The deadline for applications is December 20, 2023, at 5 pm.