

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, 4K for Cancer
LOCATION: Ulman Office/Ulman House - Baltimore, MD
STANDARD HOURS: 9 AM – 5 PM, Monday – Friday with Flexibility, Special Events, & Travel

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 Ulman mission, awareness, and development interests are appropriately represented in all the organization's events, programs, and projects.

GENERAL DESCRIPTION & DUTIES

Recruits, interviews, and selects the highest quality of participants for the 4K. Leads communication with participants from multiple teams during interviews, training, and during the execution of the experience. Supports and enhances the 4K for Cancer program including strategic development and growth opportunities.

SPECIFIC DUTIES

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

ESSENTIAL SKILLS & DUTIES

- o Strong written and verbal communication skills;
- o Familiarity with risk management
- o Ability to adapt in stressful situations
- o Detail oriented and strong organizational skills are critical;
- o Ability to work on a variety of programs in both independent and team settings;
- o Understanding of mission and program of organizations; and
- o Flexibility to attend evening and weekend events and travel, as needed.

EDUCATIONAL REQUIREMENTS

Bachelor's Degree: Required
Experience with the 4K for Cancer preferred

Ulman Headquarters

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