

## Support Through Sport Coordinator

**REPORTS TO:** Support Through Sport Manager

**LOCATION:** Ulman Headquarters & Ulman House

**Exempt/Non-Exempt/Contract/Temporary:** Exempt

**Full Time/Part Time:** Full Time

**STANDARD HOURS:** Monday thru Friday 9am – 5pm + flexibility with Special Events

Within a team structure, works primarily to ensure that Support Through Sport (“STS”) Managers and Coordinators are sufficiently supported in their programs. Works to ensure the Ulman Foundation mission, awareness and development interests are appropriately represented in all of the organization's events, programs, and projects.

### GENERAL DESCRIPTION & DUTIES:

- Process registrations for 4K, K2K, P2P, Team Fight, C2I, NYC Marathon, and CT5K participants.
- Execute an effective on-boarding process for STS program participants.
- Manage required forms and information from STS program participants;
- Manage gear inventory and ordering process for all STS programs.
- Process race registrations for Cancer to 5K survivors and coaches.
- Coordinate select luncheons and events.
- Maintain a mission first approach at all STS Programs
- Create weekly in-season mission moments’ for STS social media

### ESSENTIAL DUTIES & SKILLS:

- External and internal communication and organizational skills are critical
- Familiar with G Suite and Microsoft Office applications
- Able to work both independently and in a team setting
- Very detail oriented
- Must have a positive attitude
- Understanding of mission and programs of organization
- Flexibility to attend both evening and weekend events and activities, as needed

### EDUCATION REQUIREMENTS:

High school diploma and Bachelor’s degree required

### TO APPLY:

Please send resume and cover letter to [careers@ulmanfoundation.org](mailto:careers@ulmanfoundation.org)

#### Ulman Headquarters

1215 East Fort Ave, Suite 104  
Baltimore, MD 21230

#### Ulman House

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#### [ulmanfoundation.org](http://ulmanfoundation.org)

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