Eagle County Program Coordinator Job Description

Mission
Empowering young women through mountain biking to achieve brighter futures and build stronger communities.

Position
Reporting to the Executive Director and Development Director, the Eagle County Program Coordinator serves as a key team member and an active participant in making and implementing strategic decisions affecting The Cycle Effect.

Responsibilities

Programming

- The oversight of part-time coaches and Eagle County Programming.
- Creating, planning and executing both programming, fundraising and community engagement events.
- Oversight, tracking and maintenance coordination of all program equipment, including: bikes, gear, vans and trailers.
- Ensuring programming policies, emergency procedures and training materials are up to date and accurately distributed to the necessary persons.
- Monitoring participant surveys, recruitment, attendance and provide coaches with the tools/information they need to run successful programming.
- Coordinating community service projects and volunteers for the organization.

Development

- Writing, tracking, reporting, and follow-up of grants for the entire organization.
- Manage the gift entry process in SalesForce, gift processing, donor acknowledgement, tax receipts, donor tracking and communications, and database maintenance.
- Assist with mailings, preparing lists, general office tasks as required.
- Helping the Development Director and Executive Director with administrative tasks such as website maintenance, social media, production of quarterly newsletters, marketing, collateral ordering, etc.

Responsibilities to Participants and Families

- Maintain a positive and welcoming attitude
- Provide service above and beyond the participants expectations
- Be compassionate while maintaining clear boundaries
- Analyze participant statistics to recognize trends and possible areas of improvement
- Remain available to build relationships with families and help with any questions or issues
- Ensuring we have the proper coaches and personnel at practices and events throughout the year

Qualifications

- At least two years of experience in a non-profit organization; demonstrated success in a programming or development role
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- A strong understanding and proven track record in grant-writing
- Exceptional computer skills with Google (Docs, Calendar, Admin, AdGrants, etc), Salesforce, newsletters, Wordpress
- Proven ability to manage and create team unity even amongst a team that may work remotely
- Experience in program design and management
- Bachelor's degree required
- High energy and passion for The Cycle Effect mission is essential
- High level of critical thinking skills
- Strong organizational and time management skills with exceptional attention to detail
- Ability to build relationships with various types of people (participant families, sponsors, donors, volunteers, etc.)
- Ability to remain calm, flexible, compassionate and patient
- Self-motivated to initiate projects for the improvement of The Cycle Effect
- Willingness to do whatever is needed
- Must be willing and able to work a flexible schedule
- Dependable team player
- Continual "participant first" focus
- Physically able to lift 50 lbs
- Valid Driver's License & clean driving record; background check required
- Spanish language skills preferred

Physical Requirements
This position spends a large amount of its time in the outdoors on mountain bike trails. The position is responsible for teaching middle school and high school girls how to ride a bike and navigate trails, including single tracks, and coaches them on how to handle a variety of terrain, including technical courses. It is also responsible for spotting student athletes when necessary and at times, helping student athletes move their gear (bikes, helmets, etc).

As such, the position must be physically capable of riding a mountain bike, on at least intermediate trails, for several miles at a time. This position must also be able to physically perform, in a competent manner, the same elements it is responsible for teaching. It must also be physically capable of lifting and hauling gear of up to 50 lbs.

Compensation
- Salary is commensurate with experience
- Benefits package includes employee retirement, paid vacation, sick time and holidays, ski pass, bike industry and partner discounts, continuing education.

How to Apply
- Please visit www.thecycleeffect.org/jobs to apply and submit your CV or resume.