

MARATHON KIDS

Program Administrator

Reports to: Program Director

Start Date: Immediate

Location: Austin, Texas

OVERVIEW: The Program Administrator will be responsible for keeping the programs team running smoothly by offering support around: customer service, communications, data management, and tracking collateral. The position will also share the responsibility with the program team of developing and managing all programmatic headquarter duties including systems creation and cross-departmental functions. **The Program Administrator will travel approximately 15% of the time.**

DUTIES INCLUDE (but are not limited to):

- Provide supreme customer service to all constituents through varied pathways of communication: in-person, phone and email.
- Support constituents in all aspects of program registration, ongoing consistent communication and finisher data surveys.
- Work with the program team to maintain and report on constituent data.
- Engage current and future constituents through proactive communications and relationship management.
- Work with the program team to prioritize retention of constituents from year to year.
- Work with vendors to assist in programmatic fulfillment of collateral, incentives and other materials as necessary.
- Assist the Program Director with research and evaluation projects.
- Catalog and manage all supplies and collateral for conferences, events, and presentations.
- Successfully adopting programmatic technology, both internal and external.
- Assist the Program Director and program team with special projects, as assigned.

OUTCOMES: The Program Administrator will be responsible for achieving assigned organizational outcomes, including the development and implementation of tactics used to achieve these outcomes. Specific numbers and goals will be decided at the beginning of each fiscal year.

VALUES AND CHARACTERISTICS

- Passionate about personally pursuing a healthy lifestyle

- Personable, adaptable and comfortable in an extremely fast-paced and outcome driven work environment
- Comfortable learning new technology systems
- Understands the importance of data integrity
- Well spoken and articulate through both written and verbal communication
- Enjoys being creative
- Is service-minded, and a team player
- Ability to take direction and realize others' ideas
- Confident and self-starter
- Must be able to manage multiple projects at once

OTHER

- Candidate must have a Bachelor's Degree.
- Ability to work pre-dawn and late night hours, as well as several Saturdays a year, in various weather conditions
- Spanish a plus

SALARY

\$28,000-\$32,000 depending on experience.

APPLY

Applications will be accepted until the position is filled. To be considered, please submit your resume and cover letter to laura@marathonkids.org.