

Program Administrator

Reports to: Program Operations Manager

Start Date: Immediate

Location: Austin, TX

OVERVIEW: The Program Administrator will be responsible for providing operations and administrative support to the Marathon Kids Program Team, including customer service, resource development, research and evaluation, data analysis and inventory management. The position will also support special projects for the Development Team on an as needed basis.

DUTIES INCLUDE (but are not limited to):

- Provide superior 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.
- Engage current and future constituents through proactive communications and relationship management
- Work with vendors to assist in programmatic fulfillment of collateral, incentives, and other materials as necessary.
- Assist the Program Team with research and evaluation projects.
- Successfully adopting technology, both internal and external, to support ongoing enhancements to program resources and implementation
- Assist the Development Team with special projects, as assigned.

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 occasionally work pre-dawn and late night hours, as well as several Saturdays a year, in various weather conditions
- Spanish a plus

SALARY

- \$30,000-\$34,000 depending on experience

APPLY

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