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## PROGRAM COORDINATOR JOB DESCRIPTION

First Descents (FD) is seeking two Program Coordinators heading into 2019 to support the roll-out and growth of our outdoor adventure programs for young adults impacted by cancer. The ideal candidate is motivated, optimistic, organized, and adventurous. As a key point of contact with the young adult cancer community, it is imperative the Program Coordinator embodies FD's culture and is passionate about our mission.

### RESPONSIBILITIES:

The Program Coordinators will each report to one of our Program Managers and will be largely focused on the successful coordination of 20+ programs each year:

#### Coordination & Logistics:

- You will be responsible for planning and executing your assigned programs – this includes coordinating with third-party vendors (outfitters, lodge owners/managers, and rental van companies) to ensure the program is set up for success
- Communication with field staff and volunteers – you will ensure that our on-the-ground team has all the supplies and information that they need heading into each program
- From beginning to end, you'll keep track of each program in Salesforce – diligent recording and organization will be paramount to your success

#### Participant Recruitment & Signups

- As inbound inquiries come in, you'll be responsible for quickly following up with prospective participants via phone, email, and text message – you'll help participants better understand their FD journey and be well-versed to explain all of our programmatic offerings
- You will ensure each participant has all of their information, medical forms, and surveys filled out on time and escalate any potential issues to the Program Manager and Medical Advisory Board when needed
- Other duties, as assigned

The FD Programs Team is a strong and close knit group of individuals. We are looking for someone who is humble, motivated by challenge, optimistic, flexible, and preferably one who can make us laugh. Our team is extremely busy at certain times of the year and you must be willing to work hard to get the job done and take on additional responsibilities as needed. At the same time, we support one another and encourage self-care and taking the necessary time to recharge.

### INSIDE DETAILS:

This is a salaried position based at our HQ in Denver, CO, working typically from around 8:30am to 4:30pm on weekdays. You need to be open to working late and on weekends when required – especially during our busy summer months.

We offer competitive health benefits, employer retirement matching, a generous amount of PTO, an amazing office environment at INDUSTRY (with Uncaged Ergonomics adjustable standing desks, Fluidstance Levels, ping-pong tables, dogs in the office and all – no cubicles here!) and a trip to one of our programs each year in order to experience FD's work first-hand, as well as comp days when needed (for those nights and weekends you may have to put in from time to time).

The salary range for this position is \$33,000-\$38,000 annually.

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### – MISSION –

*First Descents provides life-changing outdoor adventures for young adults impacted by cancer.*

### **WHAT WOULD YOU SAY YOU DO HERE?**

You'll start at the beginning of 2019 and spend the first month learning the ins-and-outs of FD programs in preparation for the launch of the 2019 season. About one month in, you will quickly take ownership of all facets of your assigned programs for the year. You must be able to effectively and professionally balance prospective and current participant needs throughout the FD experience.

You will take your enthusiasm and passion for our mission and let that energy shine through to our potential participants, alumni, volunteers, donors, and staff. Your ability to recruit participants, fill programs, and manage the logistics will come to fruition through your organized oversight. You'll effectively manage your relationships and be seen as a resource that can be counted on within the Programs Team. We have a very team-centric culture and you'll be called on to jump in on both anticipated and unanticipated projects throughout the year.

There are few organizations as unique and special as ours – and you'll be a part of it all.

### **APPLY:**

To get started, send your resume as well as a great cover letter to [programs.jobs@firstdescents.org](mailto:programs.jobs@firstdescents.org). Please put "Program Coordinator" in the subject of your email. We want to get to know the real you and why you would be a great addition to our team – be sure to let this shine through on your cover letter.