



Fire Up Your Feet Coordinator **Safe Routes to School National Partnership** *Job Description*

Reports to: Development and Marketing Director
Supervises: N/A
FLSA Status: Part-time, exempt employee, averaging 20 hours per week
Position Type: At-Will; Temporary through June 2014
Salary Tier: Programmatic Staff

Key Responsibilities:

School, Student, and Family Engagement

- Lead program outreach with Northern Virginia schools, partner organizations and the Virginia PTA to achieve program goals for engagement and fundraising.
- Provide support to local schools, partners and volunteers/champions; this may include answering technical questions about the Fire Up Your Feet program, coaching volunteers with ideas and suggestions for programming and assisting with school fundraising.
- Direct outreach and marketing plans with various partners, PTA leaders and others for the Fire Up Your Feet healthy fundraising program on a national and regional level to achieve program goals.
- Assist with development, coordination and implementation of programmatic elements such as webinars and toolkits for the overall program and any local Northern Virginia and other statewide needs as they arise.
- Present at conferences in the Northern Virginia region and nationally, as needed.

Team Work

- Coordinate and collaborate with various National Partnership departments to complete assigned projects and resources that are relevant to our partners, funders and the Safe Routes to School and shared use fields.
- Attend regular staff meetings via telephone, attend in-person staff retreats or meetings (as requested), and work as a team player to fulfill the missions and goals of the National Partnership.
- Assist with additional activities, special projects, fundraising efforts and other duties as assigned to support the National Partnership.

Qualifications/Requirements:

Bachelor's degree or equivalent experience; highly collaborative style; must be skilled at establishing and cultivating strong relationships across different levels of the organization and externally. Excellent written and verbal communication skills; must have the ability to serve as

a unifying force and to position communications discussions at both the strategic and tactical levels; ability to travel; self-starter; detail-oriented; proficient with PCs and with MS Office software; and fundraising experience a plus.

Physical Requirements:

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally, primarily within the Northern Virginia region, and evening or weekend work. Travel both within and outside the state is required to attend conferences and retreats that include overnight stays. Reasonable advance notice of extended travel will be provided when travel opportunities and planning are coordinated with your supervisor.