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SOLE TRAIN PROGRAM COORDINATOR

THE OPPORTUNITY:

Trinity Boston Foundation is looking for an organized, self-motivated, and enthusiastic leader in youth work to join Sole Train: Boston Runs Together and this dynamic, fast-growing community-change organization. With a mission to unlock opportunity and change the odds for the youth of Boston, the organization delivers programs that serve youth and families by building a dense network of relationships and community support for youth citywide.

Sole Train: Boston Runs Together is a community-building and mentoring program that uses running as a vehicle for setting and achieving seemingly impossible goals. As a supportive community of caring adults and peers, Sole Train champions young people as they realize their capacity for greatness.

We invite youth, most of whom have no long distance running experience, to train for a five mile race or a half marathon. In the process, they learn how to deconstruct "impossible," break a large goal into manageable steps, build a safe and supportive community, foster self-efficacy, develop their character, and realize their potential, all while having fun.

Sole Train was founded in 2009, with six Trinity Boston Foundation youth and eight mentors, with the goal of completing the BAA Half Marathon. It was a success in its initial season and has grown rapidly since. There are currently approximately 400 youth participants (Young Soles/YSs) and 130 adult volunteers (Old Soles/OSs) at 21 Boston Public Schools. We are a train the trainer model; two OSs per site serve as Site Coordinators (SCs) and are responsible for delivering the program at the sites. As part of our expansion plan, in 2019-2020, we plan to expand by adding 9 new sites. We are looking for someone who is excited by the opportunity to expand the program to the next level. The ideal candidate is a critical, dynamic thinker and has experience balancing operational and relational responsibilities. Running experience is not required, but openness to running is.

ORGANIZATION OVERVIEW:

Sole Train: Boston Runs Together is a program of Trinity Boston Foundation, a 501(c)(3) non-profit organization whose mission is to unlock opportunity and change the odds for youth of color in Boston. We work with youth impacted by systemic racism and poverty through our three direct service programs: Sole Train: Boston Runs Together, Trinity@ McCormack, and Trinity Education for Excellence Program (TEEP). Our leadership programs create safe and supportive communities that inspire youth to discover their voices, develop their talent, and achieve their goals. Systemically, we partner with Boston youth-serving organizations to effect enduring change in the systems and organizations that impact youth of color through our Organizational Equity Practice (OEP) and the Trinity Boston Counseling Center (TBCC). Our three essential community practices form the foundation of our work: trauma-informed care, restorative justice and racial equity. We currently provide direct service to over 600 youth and families and impact 15,000 more through our professional training services in schools, government agencies and community organizations across Boston.

Visit www.trinityinspires.org for more information about our programs.

RESPONSIBILITIES:

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- Support SCs, OSs, and YSs at practices by building relationships, enthusiastically motivating, ensuring practice fidelity, and facilitating on-the-ground problem-solving. Liaise with the rest of the Sole Train staff regarding sites' needs.
- Support recruitment, retention, and management of program participants (youth participants and adult volunteers).
- Work with Sole Train staff and SCs to collect, input, and analyze outcomes data to inform programming and fundraising.
- Support OS training (logistical prep, curriculum development/refinement, and facilitation, depending on interest).
- Partner with Sole Train staff to plan and facilitate program-wide community building events and race logistics.
- Enhance youth, parent, and alumni involvement and ownership of program.
- Collaborate with Sole Train staff to develop recruitment, marketing, and event materials and to manage social media.
- Demonstrate commitment to Trinity Boston Foundation's three essential community practices: trauma-informed care, restorative justice and racial equity. Participate in trainings and other opportunities to develop understanding of and skills in these practices.

DESIRED QUALIFICATIONS:

- Bachelor's degree or equivalent full- or part-time work experience (3-5) years or Master's degree in relevant field (e.g. M.S.W, M.P.H, M.Ed., L.M.H.C, M.P.A);
- Experience working with youth of color in urban communities;
- Experience with volunteer recruitment, management, and support;
- Strong organizational, data management, and systems-management skills;
- Experience working to combat systemic racism and its impact on urban communities;
- Enthusiastic, reliable, self-motivated, and collaborative;
- Desire and ability to work in a fast-paced environment;
- Flexible schedule – able to attend some evening and weekend programming;
- Proficiency in MS Office (Word, Excel, PowerPoint) and social media outlets;
- Knowledge of the city of Boston and Boston Public Schools, preferred;
- Fluency in languages other than English, particularly Spanish, a plus.

COMPENSATION:

The Sole Train: Boston Runs Together Program Coordinator position is an outstanding opportunity to join a high-growth, mission-driven organization. TBF offers a competitive compensation package including generous health, vacation, pension, and other benefits.

TO APPLY:

To apply, email a thoughtful cover letter and resume aridenour@trinityinspires.org.

Application deadline is May 31st, 2019. Applications will be reviewed on a rolling basis, with a preferred start date in mid-July. No phone calls, please.

TBF is an equal opportunity employer and is committed to building a culturally diverse team and strongly encourages applications from candidates of color.