



Title: Coordinator
Department: Uplifting Experiences
Report to: Sr. Manager of Rare Disease Impact

Status: Exempt
Job Code: 0112

How to Apply: Please send a cover letter and resume in one PDF document to careers@upliftingathletes.org

Position Summary:

Uplifting Athletes is a 501 (c)(3) nonprofit harnessing the power of sport to build a community that invests in the lives of people impacted by rare diseases.

Uplifting Athletes is seeking to fill the role of Uplifting Experiences Coordinator, responsible for coordination of Uplifting Experiences events in order to assist Uplifting Athletes' in fulfilling its mission to harness the power of sport to establish Uplifting Experiences that benefit the rare disease community. This position will report directly to the Sr. Manager of Rare Disease Impact and is remote, requiring 50% travel time.

The Uplifting Experiences Coordinator will be assigned to assist in the execution of Uplifting Experiences and help maintain relationships with people impacted by rare diseases and the athletic community to create a unique, positive, and memorable experience for everyone involved. Duties include, but are not limited to, assistance in planning, even coordination, event scheduling, and tracking data in alignment with outcomes of Uplifting Experiences events.

Essential Duties and Responsibilities:

The Uplifting Experiences Coordinator will be assigned to assist in the execution of Uplifting Experiences and help maintain relationships with people impacted by rare diseases and the athletic community to create a unique, positive and memorable experience for everyone involved. Duties include, but are not limited to, assistance in planning, event coordination, event scheduling, and tracking data in alignment with outcomes of Uplifting Experiences events.

- Collaborate with Rare Disease Impact and Sports Engagement departments, when necessary, to help facilitate Uplifting Experiences
- Build and maintain positive, collaborative relationships with sports team members, communicating family needs and plans to promote optimal fun, safety, family-centeredness, and family satisfaction.
- Facilitate positive relationships with family members, using knowledge and resources to accommodate all abilities and cultural needs to bridge differences.
- Assist in maintenance of Uplifting Experiences budgets to support fiscal responsibility.
- Maintain accurate data entry and information throughout the Uplifting Experience process.
- Coordinate with Marketing and Social Media managers to create visibility for Uplifting Experiences.
- Represent Uplifting Athletes professionally and in concert with our goals and mission.
- Follow all national and local policies, procedures, guidelines, and resources as they relate to executing Uplifting Experiences.

- At times, you may be asked to lead the development of an Uplifting Athletes event, existing or new.

Minimum Education, Knowledge and Experience:

- Bachelor's degree (or equivalent).
- A commitment to and passion for the work of Uplifting Athletes.
- Experience with project management, event planning and coordination is helpful.
- Previous nonprofit or social work experience is helpful.

Qualifications, Skills and Abilities:

- At times you may be asked to accompany a minor with special abilities and should be comfortable doing so. Experience in similar situations is preferred.
- Understanding and compassion for people impacted by rare diseases and their families.
- Excellent oral and written communication skills. Proficient with phone, video and in-person communication.
- Comfort with understanding and communicating outlined policies to participants, families and volunteers.
- Ability to deal with sensitive information with a high level of trust and confidentiality.
- Excellent teamwork skills with the ability to work as part of a remote team.
- Ability to balance multiple tasks simultaneously is essential.
- Public speaking experience is helpful.
- CRM experience helpful.
- Valid Driver's License.

Compensation:

This is a full-time position including annual base salary and benefits. Expected annual salary range is (\$48,000- \$60,000). This will be commensurate with experience of the candidate.

Uplifting Athletes is committed to fair and equitable compensation practices. The total compensation for this position includes standard company benefits and will be based on various factors including, but not limited to, relevant skills, experience, and region.

Work Environment

- Location: Remote - core hours 9:00am to 5:00pm EST, weekends as needed.
- Must be willing to work evening and weekend hours as required.
- Primary work location within close proximity to a major airport required.
- This position may require travel up to 50% of the time.

About Uplifting Athletes

Uplifting Athletes, a nonprofit organization founded in 2007, harnesses the power of sport to build a community that invests in the lives of people impacted by rare diseases. Since 2007, Uplifting Athletes has raised more than \$8 Million by engaging athletes in order to positively impact the rare disease community through research and driving action. Visit www.upliftingathletes.org to learn more!

Uplifting Athletes is an equal opportunity employer and makes employment decisions on the basis of merit. We are committed to compliance with all applicable laws providing equal employment opportunities. All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, protected veteran status, or on the basis of disability. Uplifting Athletes makes reasonable accommodations, consistent with applicable laws, for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, who can perform the essential job functions, unless undue hardship would result. The statements herein are intended to describe the general nature and level of work being performed. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required by personnel so classified. Other duties may be assigned.

Job Type: Full-time

Salary: \$45,000.00 - \$60,000.00 per year

Benefits:

- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Weekends as needed

Willingness to travel:

- 50% (Preferred)

Work Location: Remote

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