



Program Coordinator VISTA (60 days) Job Description

SheIS is the first non-profit to unite professional leagues, organizations, and athletes in support of one mission - **Connect with and mobilize fans to grow women's sports.**

Our values center around being **Positive, Active, Collaborative, and Inclusive**. These four attributes guide everything we do, and most importantly guide the culture we are building amongst our staff.

The **Program Coordinator VISTA** will increase SheIS capacity for program development and fundraising. He/she will run the logistical coordination for all sponsored marketing campaigns and programs, and work in partnership with the Marketing and Operations Manager to organize presentations to pitch to investors..

In addition, the Program Coordinator will also work with the Founder to apply for grants to secure funding for future programs and campaigns.

REPORTS TO: Marketing and Operations Manager

SCHEDULE: Full-time

DATES: June 14, 2021 - August 13, 2021

COMPENSATION: Paid via the VISTA Grant from Up2Us Sports - stipend of \$2,439.99 (paid bi-weekly) + education award of \$1,342 OR an additional cash stipend of \$311 (either of which will be paid upon successful completion of the internship)

LOCATION: Remote

SUCCESS FACTORS

- You are driven by a desire to GSD through strong administrative and organizational skills
- Entrepreneurial mind and heart: you have previous intern experience applying for grants, setting up programs, copywriting, and demonstrate an ability to multitask, work proactively, and think outside of the box all while meeting deadlines
- ICYMI does not apply to you because your strong attention to detail is second to none
- Early years on 'Sports Team X' was a foundation for your love of working as a member of a team
- Technology is your best friend and you use an array of systems and services to work smarter and more efficiently
- Text, email, in-person, DM - your communication skills (oral and written) are on point
- You have a desire to learn new things and seek new ways to challenge yourself

POSITION RESPONSIBILITIES

We have identified the following responsibilities as being essential needs for this position. The right person will look at this list and think “I can do this in my sleep!” Which is great! Because we’re a startup so this list can and should expand based on how and where you are willing to activate your creativity and desire to grow your career with real, measurable results.

- Research and provide requested or unique information to build strong programs or campaigns for investors
- Research and present opportunities that should be included in programs or campaigns to increase incentive.
- Coordinate the logistics for all programming.
- Research grant applications and deadlines for summer and fall funding
- Gather necessary data and information for the applications
- Participate in writing of grants or filling out grant information

KNOWLEDGE, SKILLS AND EXPERIENCE

- Simply put, you love sports, and how women play and work in this space (as athletes or business leaders) is of special interest
- You have been breathing the SheIS mission since before SheIS was a thing
- Knowledge of Excel, Word, PowerPoint and the full GSuite is mandatory
- Ability to develop effective work plans, organize details, set priorities, and meet deadlines
- Non-profit experience a plus but not required
- Bonus: ¿hablas español?

OTHER STIPULATIONS

- Must be at least 18 year old
- Must be a US citizen
- Must have own laptop/computer and reliable internet connection
- VISTA may have outside part-time employment if approved by SheIS, Up2Us Sports, and CNCS
- VISTA may attend school part time if approved by SheIS, Up2Us Sports, and CNCS

TO APPLY

Please email your resume to info@sheissport.com.

Please apply no later than Wednesday, May 5, 2021.

People of color, persons with disabilities and persons who identify as lesbian, gay, bisexual, transgender, queer, or intersex are particularly encouraged to apply.

SheIS embraces diversity and equal opportunity. We are committed to building a team that empowers each individual and supports the diverse cultures, perspectives, skills and experiences within our SheIS Collective.