



Girls on the Run Greater Cincinnati is an independent non-profit organization affiliated with Girls on the Run International. We inspire girls to be joyful, healthy, and confident using a fun, experience-based curriculum which creatively integrates running. We envision a world in which every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

**The Administrative Coordinator is a part-time, hourly position. Responsibilities are outlined below and include other duties as assigned. The ideal candidate will be in the office 4 days per week for a total of 20 hours. The position will pay \$17-\$19 per hour, commensurate with experience.**

- General Office Management including:
  - Answering the phone and responding to voicemails
  - Handling incoming and outgoing mail as needed
  - Managing the GOTR Info email address
  - Ordering of GOTR office supplies in a timely fashion and within budget
  
- Marketing Support including:
  - Updating basic information on GOTR website
  - Coordinating with our marketing consultant on social media posting
  - Compiling monthly newsletter with input from marketing and staff
  - Maintenance of office calendar and website event calendar
  - Maintenance of supplies for marketing and promotional uses
  
- Manage GOTRI reporting, working with other staff members to complete as necessary
  
- General bookkeeping including:
  - Maintaining check log
  - Entering bills to be paid
  - Filing accounts payable
  
- Program support including:
  - Printing and shipping of site registration flyers
  - Printing and assembling of new site visit documents
  - Printing and assembling of coach meeting documents
  - Order, receive, and inventory program t-shirts
  - Coach training and shoe fitting support
  
- Support other major GOTR efforts such as Development Committee events, the SoleMates program, and the GOTR 5Ks – both personally when applicable and by promoting among volunteers and committees

**All Girls on the Run Greater Cincinnati staff members will live and abide by our Core Values:**

- Recognize our power and responsibility to be intentional in our decision making
- Embrace our differences and find strength in our connectedness
- Embrace joy, optimism, and gratitude through our words, thoughts, and actions
- Lead with an open heart and assume positive intent
- Nurture our physical, emotional, and spiritual health
- Stand up for ourselves and others

To apply, please send a cover letter stating why you want to work for Girls on the Run and your resume to [hr@gotrcincinnati.org](mailto:hr@gotrcincinnati.org). No phone calls please.