



Race Coordinator | Let Justice Roll 5K Job Description

Key Attributes: Expert team management skills, avid marketer, and wearer of many hats

Main Areas of Responsibility:

The Coordinator will manage all aspects of the 5K run being held on April 13, 2019, including:

- Develop and maintain working plan
- Identify, recruit, and manage all volunteers with the help of other race team members
- Run logistics on race day
- Marketing
- Recruit participants
- Manage budget
- Identify in-kind donations needed for race day, communicate and coordinate delivery, set-up, etc.
- Serve as primary point of contact throughout entire execution of plan

Additional Areas of Responsibility:

Key qualifications:

- Experience in events management, ideally one past running event
- Passion for the VBJI mission
- Experience team organization, delegation and follow up
- Outstanding communication skills
- Detail oriented, flexible and adaptable
- Ability to multitask and prioritize
- Calm demeanor and clear decision-making ability under pressure
- Excellent time management
- Creative problem solver
- Ability to pass a background check

Other Information/Requirements:

The Race Event Coordinator is a volunteer position. We estimate 5-10 hours per week will be needed from October 2018 - April 2019.

How to Apply:

This will be the 4th annual Let Justice Roll 5K run. This is a timed race with a separate children's fun run occurring first. Several key logistical details have been secured, including location and race set-up company. Submit a cover letter and resume to justice.vb@gmail.com, by October 15, 2018. Please review our website at www.vbji.org for more information about VBJI. No phone calls please.