



Pittsburgh Three Rivers Marathon, Inc.
810 River Avenue, Suite 120
Pittsburgh, PA 15212

*P3R, organizer of the DICK'S Sporting Goods Pittsburgh Marathon weekend of events, is seeking a **youth program outreach and event coordinator**.*

The P3R Youth Programming Department connects young people with the larger Pittsburgh regional running community. The youth program outreach and event coordinator responsible for communicating and educating the public on youth programming opportunities with P3R.

This position is a role model for children and motivates them to incorporate healthy eating habits and exercise into their daily routine

Duties and responsibilities include but are not limited to:

- Event planning: from outreach events in communities to one of the largest kids races in the country.
- Helps with department outreach to sites, including mailing packages, information pieces and race supplies for the children
- Assist in drafting and designing eBlasts and eNewsletters targeting youth program and Kids of STEEL audiences
- Develop content for and manage Kids of STEEL social media channels
- Engage with target audiences via social media
- Participate in brainstorming sessions with broader P3R communications team and the organization
- Assist in maintaining website and mobile app
- Providing exceptional customer service to runners and volunteers.
- Other duties as assigned.
- Manage registration database, including entering and editing registrations as well as answering questions from participants. Produce reports on registrations as requested.
- Monitor and answer questions from department email info box.

Required qualifications:

- Ability to work independently and within a team environment
- Desire to work with children from all backgrounds
- Familiarity with social media platforms (including Facebook, Twitter, YouTube, LinkedIn and Instagram) and monitoring tools (specifically Social Studio or similar)
- High attention to detail
- Proficient in MS Office
- Enthusiasm, patience and a high energy level
- Ability to think creatively
- Ability to adapt quickly to changing priorities
- Availability to work nights and weekends to assist with other events as needed (dates flexible and negotiable)



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Work Environment:

This position works in different environments from gyms to playing fields to any available room at the client site. Office environment.

Required Education and Experience:

Bachelor's degree in communications or related field
Pennsylvania Child Abuse History Clearance
Pennsylvania State Police Criminal Record Check
FBI Criminal background clearance
Valid Driver's license

To Apply:

Please send cover letter and resume to HR@p3r.org

About P3R:

P3R is a nonprofit organization that is passionate about promoting the love of running and enhancing community access to health and fitness education and activities. Best known for organizing the acclaimed annual DSG Pittsburgh Marathon, we also manage a variety of other high-quality races, events, and health & fitness programs throughout the Pittsburgh region. While many of our races attract some of the nation's highest-profile professional athletes, we offer activities for all ages and ability levels. The only criterion for participation is a desire to be happy, healthy, and active! Read more at www.P3R.org.