

Community Outreach Coordinator

P3R, the engine behind the DICK'S Sporting Goods Pittsburgh Marathon, is seeking a **Community Outreach Coordinator** for Spring 2020. This is a part-time role will report to the Manager of Merchandise and Community Relations, and will work with our Operations Team to organize and execute all on-course entertainment and community activations.

Classification: Part Time/Seasonal
Reports to: Manager of Merchandise and Community Relations
Effective Date: January 2020 - May 2020

Duties and responsibilities include but are not limited to:

- Interfacing with communities and openly representing P3R among, businesses, other agencies, and the general public.
- Build relationships with key stakeholders on the marathon/race route.
- Post Fliers, send emails and work with neighborhood publications to notify residents about road closures.
- Provide notifications to businesses, churches, community groups, etc. affected by local races.
- Meet with neighborhood liaisons to build relationships and understand key impact and help to resolve issues before race day.
- Process and distribute grants to neighborhoods hosting marathon events.
- Manage grant budget.
- Attend monthly community collaborative meetings.
- Recruit and organize bands, cheer groups, and festival groups to help provide entertainment and support for the DICK'S Sporting Goods Pittsburgh Marathon and other P3R events.
- Assist operations department with band and cheer-a-thoner placement on the course.
- Manage race day community activations, bands, cheer-a-thoners and all entertainment on race day.

Required qualifications:

- Excellent verbal and written communication skills, including the ability to present to groups of all sizes
- Ability to work unsupervised
- Self-starter with initiative
- Experience in event planning
- Ability to multi-task
- Detail-oriented with strong organization skills
- Ability to work in a team environment
- Bachelor's degree in marketing, communications or a related field is required
- 1-2 years of related experience is required

Competencies:

- Passion for the mission of P3R
- Outstanding customer service skills
- Experience in event & project management
- Outstanding interpersonal skills with ability to build relationships
- Excellent organizational and time management skills
- Excellent communication skills (verbal and written), including public speaking
- Ability to multitask and work under pressure
- Ability to develop and maintain rapport with customers and co-workers
- Proficient in MS Office, including PowerPoint
- Ability to work independently and within a team environment

