



FUELED BY PEOPLE POWER

Program Coordinator

Seeking an organized and hard-working self-starter who is excited to help coordinate and implement programs throughout the country

Can'd Aid is a nationally recognized nonprofit that rallies volunteers from all walks of life to build thriving communities. Through our unique integrated approach, we distribute water, provide access and opportunities for underserved youth to experience music, arts and the outdoors; and protect and restore the environment. Fueled by people power and in direct response to evolving community needs, our programs create transformational impact.

Join our team for a unique and hands-on opportunity to implement programs and build community!

Responsibilities:

- Coordinate Can'd Aid volunteer projects in the program pipeline. Including, but not limited to:
 - overseeing bike and skateboard build and donation logistics
 - Identify bike donation recipients, order bikes, facilitate bike build logistics, etc.
 - Coordinating instrument donations and workshops
 - Identify schools, order instruments, coordinate musician/artist involvement
 - Planning river cleanups, tree plantings and river restoration projects
 - Facilitating art kit donations and community volunteer art projects (ie. community murals)
- Facilitate volunteer outreach and event marketing efforts
 - Create online volunteer registration, run ads, work with PR, etc.
- Manage onsite program implementation (manage volunteers, event setup/teardown, etc.)
 - This will often require travel nationwide
- Maintain program data

Skills Needed:

- Excellent organization skills with an interest in learning how to plan and manage programs
- Strong attention to detail and respect for timelines
- Strong writing and communication skills including the ability to reach out to key partners and the press
- Ability to professionally represent Can'd Aid – you will be the face and voice for the organization at countless events nationwide

****Travel throughout the US and availability to work events on nights and weekends will be required for this position.**

***This full-time position starts at \$33-38K depending on experience. Health care, 401K and a generous benefits package is also included.**