



## Program Assistant

We are a growing non-profit company based in Cockeysville, MD that offers its employees an opportunity to make a difference in the lives of individuals living with disabilities.

### Athletes Serving Athletes

**Mission:** To elevate the quality of life for individuals with limited to no mobility by empowering them to train and participate in mainstream running events. ASA is a champion of inclusion, connecting individuals with disabilities to runners from the community, inspiring all to celebrate the spirit of “Together We Finish!”

“ASA Athlete” is our term for an individual with limited to no mobility who desires to race and cannot do so on their own. ASA provides WingMan Teams and adaptive racing equipment to make this possible.

“ASA WingMan” is our term for a volunteer runner who come alongside our ASA athletes. They are male and female, young and old, fast and slow.

**The Position:** We are looking for a Program Assistant to join our small team of full and part-time staff. You will support our large community of athletes, families and valuable volunteers. We are looking for a competent individual willing to undertake a variety of administrative and program management tasks.

The successful candidate will report to the Director of Operations and the WingMan Program Director and provide support to the entire team.

### Hours:

The Program Assistant must be able to perform his/her duties onsite at the ASA office in Cockeysville, 25 hours a week. He/she is also expected to be onsite at ASA’s 6 Special Events.

**Compensation:** \$19,500 (no benefits)

### Requirements:

- BA
- Detail-Oriented
- Proficient in Microsoft Word and Excel
- Team Player
- Support of ASA’s Mission



## Responsibilities:

- WingMan Program
  - 50% of this position's responsibilities will include assisting the WM Program Director to execute the WM Program
    - Assist with the management of 300+ volunteer WingMen (WM)
    - POC for WM from on-boarding to Welcome Packs and daily inquiries
    - Maintain and Pull Weekly Reports from WM Profile Database
    - Manage race registrations
    - Maintain and Update Race and Group Run Calendar
    - Assist with WingMan Marketing and Promotions and manage incentive deliverables
    - Assist Community Coordinators with administrative needs
    - Assist with preparing WingMen for select large races throughout the year
  
- Office Management
  - 40% of this position's responsibilities will include General Office Administration
    - General Front Office Phone and Email Inquiries
    - Financial Input
    - Donor Acknowledgement
    - Database Management
    - Maintenance of office supplies
    - ASA merchandise
  
- Special Events
  - 10% of this position's responsibilities will include event administrative support
    - Provide administrative support for ASA's 6 Special Events
    - Attend ASA's 6 Special Events
    - Assist with the coordination of bi-annual Coordinator Meetings

**The Location:** The Athletes Serving Athletes headquarter office is in Cockeysville, MD, conveniently accessible off the Warren Road Exit of I83.

**To Apply:** Send resume and cover letter to Sarah Slomkowski. [sarah@asa.run](mailto:sarah@asa.run)