



Boston Athletic Association

185 DARTMOUTH STREET, 6th FLOOR, BOSTON, MASSACHUSETTS 02116
617.236.1652 www.baa.org

Job title	<i>Community Engagement Part Time Assistance 2019</i>
Reports to	<i>Director of Youth & Community Engagement</i>
Date	<i>12/20/2018</i>

BAA Overview

The purpose of the B.A.A. is the promotion of the common good and the health and welfare of the general public and the encouragement of the general public to improve their physical condition by the promotion and regulation of amateur sports competition, with particular emphasis of long distance running events (especially the traditional annual Boston Marathon) and of track and field teams and meets and similar athletic exercises. Established in 1887, the Boston Athletic Association is a non-profit organization with a mission of managing athletic events and promoting a healthy lifestyle through sports, especially running.

Overview of Role

Through the Youth & Community Engagement Division, and in collaboration with other mission-aligned organizations, the Boston Athletic Association seeks to provide individuals & communities with an introduction and access point to the sport of running. The work is accomplished through events, clinics, partnerships and sponsorships. Support the Director of Youth & Community Engagement with pre-event tasks related to the B.A.A.'s youth and community events and races.

Primary Responsibilities

- Assist with all matters related to the Boston Marathon Youth Jamboree (March 10, 2019), including but not limited to:
 - Event Promotion & Production
 - Operations Manual
 - Staff and volunteer recruitment
 - Event day support of VIPs, Volunteers, etc.



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- Assist with all matters related to the B.A.A. Relay Challenge and Invitational Mile (April 13, 2019)
 - Save the Date mailings
 - Athlete recruitment
 - Support Team Captains & Volunteers
 - Coordination & distribution of Athlete apparel and supplies
 - Media guides and operations manuals
 - Event execution
 - Additional projects as directed.

Skills and Qualifications

- Energetic, flexible and a strategic thinker,
- Ability to plan well and juggle many responsibilities.
- Good communicator, with a passion for serving and working with and leading all kinds of people
- Willingness to learn and a desire to make a positive contribution through running.
- Excellent relationship building skills. Work as a team player.
- Ability to work collaboratively with fellow employees and key consultants.
- 1+ year(s) of relevant experience or coursework.
- Attention to detail.
- Proficient with Microsoft Office applications, including Word & Excel

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