



BOSTON ATHLETIC ASSOCIATION

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ASSISTANT COACH AND ADMINISTRATIVE COORDINATOR

ABOUT BOSTON ATHLETIC ASSOCIATION

The [Boston Athletic Association](https://www.baa.org) (B.A.A.) is a non-profit organization with a mission to promote a healthy lifestyle through sports, especially running. The B.A.A. is committed to a world where all people can access and benefit from running and an active lifestyle. The B.A.A. advances its mission and vision by organizing mass-participatory running events such as the Boston Marathon, creating or supporting community fitness events, and sponsoring a running club that serves the greater Boston area.

ABOUT THE ROLE

The Assistant Coach and Administrative Coordinator reports to the Director of Performance and Head Coach and is an important member of the B.A.A.'s athletic program. They assist B.A.A. Running Club (RC) and Racing Team (RT) coaches in the creation and implementation of training and racing plans for over 400 members, while managing team race-day operations. The role is also responsible for managing new member onboarding processes, maintaining up-to-date member email lists, and overseeing club uniform inventory and distribution. Ultimately, the position has an opportunity to advance the B.A.A.'s mission and vision in this direct service role.

RESPONSIBILITIES

- Assist in the development and implementation of training plans for 5K, 10K, Half Marathon and Marathon distances.
- Attend and manage midweek practices, 2 hours x 1-2 per week (e.g., 6:00pm-8:00pm) at MIT, Harvard, Charles River, and other locations in the Boston metro area.
- Attend and support long runs, which typically occur on the weekend (e.g., Sundays 8:00am-11:00am), seasonally.
- Participate in B.A.A. promotional and engagement events, as a moderator, guest speaker, announcer or as otherwise requested.
- Perform a variety of administrative responsibilities, including, but not limited to:
 - Manage the onboarding process for new members and maintain an up-to-date, accurate membership database in Salesforce.
 - Assist with annual membership renewal process.
 - Assist Director of Performance with entries ahead of deadlines.
 - Manage race day preparations (e.g., team set up, uniform/footwear, bibs).

- Assist with adidas inventory ordering and administration of B.A.A. member adidas discount voucher program.
- Manage and contribute to RC social media channels, maximizing exposure and promotion of the B.A.A. RC and adidas brand.
- Assist with travel bookings and organization for Club National Cross-Country Championships and B.A.A. priority events.
- Assist the Director of Performance and Chief Community Officer in presenting volunteer opportunities in the community to RC members.
- Organize and help to deliver social gatherings and engagement opportunities for the club.
- Manage and support other projects and duties, as assigned.

WHO WE'RE LOOKING FOR

There are innumerable ways to learn, grow and excel professionally. We know people gain skills through a variety of professional, personal, educational, and volunteer experiences. We respect this when we review applications and take a broad look at the experience of each applicant. We want to get to know you and the unique strengths you will bring to the work. This said, we are most likely to be interested in your candidacy if you can demonstrate the majority of the qualifications and experiences listed below.

- 2+ years of coaching experience in one or more of the following:
 - High school, collegiate, post-collegiate level
 - Elite level club system
 - National or international distance running
- Knowledge of various middle-distance and long-distance running training systems.
- Knowledge and familiarity with the competitive athletics environment in the USATF NE area preferred.
- USATF Coaching certification, or similar certification; or ability to complete within 1 year of hire.
- SafeSport certified (with completed background check).
- CPR/AED certified or ability to complete within 60 days of hire.
- Competitive athletic experiences from which to draw upon preferred.
- Proficient in Microsoft 365 applications (e.g., Word, Excel, Outlook).
- Enthusiasm and adaptability for working in a dynamic environment.
- Excellent communicator with a passion for collaborating with a diverse group of organizations and individuals. Ability to work collaboratively with a wide variety of stakeholders.
- Strong attention to detail, and able to organize work and competing priorities in an effective manner.
- Willingness to work non-traditional hours, including weekends and evenings.

WORK EXPECTATIONS AT B.A.A

We are a hands-on team and seek employees who are passionate about our work and service to our community. The Assistant Coach and Administrative Coordinator is a 20-hour/week, exempt position. The role will require working non-traditional hours, such as weekends and evenings, with longer work hours surrounding races/events. Limited local travel required.

PHYSICAL REQUIREMENTS

The job incumbent must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

COMPENSATION & BENEFITS

The salary range is competitive and commensurate with lived and professional experience. The target hiring range for the role is \$26.93 - \$28.85 per hour.

In addition, the B.A.A. will promote your professional growth and development by providing access to:

- 401(k) matching dollar-for-dollar up to 6% after service/hours requirement fulfilled and as dictated by plan rules
- An annual allotment of professional development funding (up to \$1,000 per calendar year)
- Reimbursement for certain license renewals and trainings (e.g., SafeSport)
- Paid vacation based on years of service and employee classification

HOW TO APPLY

To apply to this position, please prepare a resume and cover letter to the attention of the B.A.A. Human Resources team and submit your materials to Opportunities Opportunities@baa.org.

The B.A.A. is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.