



Job Description: Program Director

Inspired by the cultural, spiritual and competitive legacy of Native American runners, Wings of America empowers American Indian youth and their families. As the Program Director, this position will offer exposure to every facet of a small and dynamic not-for-profit, and the opportunity to mentor Native youth on a daily basis.

The right candidate will not only have the skills and education necessary to manage detail-oriented administrative responsibilities, but also the discipline, motivation and physical stamina required to embody Wings' vision for Native student-athletes. Additionally, they must have enough experience living and/or working with Indigenous communities to work with program partners while respecting their unique histories, traditions and spiritual protocols. Travel and the ability to adjust one's personal schedule to best serve our participants will also be required. A few times a year, the Program Director will be required to engage with Wings participants over weekends. In return for this commitment and flexibility, the Program Director will become familiar with a wide variety of Tribal communities and earn the privilege of teaching/coaching some of the most-talented runners in the world.

As the Program Director becomes familiar with their job responsibilities, they will be expected to assume some grant writing responsibilities and foster relationships with new program partners. Eventually, this will also allow them to focus on program expansion.

Responsibilities:

- Organize and communicate logistics for program implementation/travel with guidance from the Executive Director.
- Plan and coordinate in-person programs such as Flight Club, Running & Fitness Camps, Pursuit Program, Prayer Relays and the Wings National Team in collaboration with the Executive Director and other Wings staff/interns.
- Oversee program evaluation and data entry/analysis.
- Take the lead on student-athlete recruitment, tracking and follow-up for elite-level running programs, with assistance from the Executive Director and other Wings staff/volunteers.

-Help train Wings summer employees and community-based mentors to deliver Running & Fitness, Flight Club curriculums.

-Take an interest in Native American/Indigenous running history and be able to relate stories of running luminaries to program participants and supporters.

-Serve as the public face of the organization and a motivational speaker when required.

-Visit Tribal communities for outreach, follow-up and program development purposes as needed.

-Develop and maintain working relationships with program partners with the aim of providing youth consistent program opportunities.

-Learn to update the Wings website and social media accounts in cooperation with the Executive Director and other Wings staff/interns.

-Learn program grant/contract application processes and gradually take the lead on existing and new grants/contracts

-Learn the screen-printing process to help create program incentives for Wings participants.

-Travel with student-athletes that are part of the Wings National Team, Boston "Pursuit" Program, summer Running & Fitness camps and Prayer Relays.

-Train for at least one "major" running race related to Wings programs a year. (Travel and race entry covered by the organization)

-Assist with Wings donor relations and fundraising events/initiatives, when needed.

-Assist with cleaning and maintenance of the Wings headquarters.

Education:

-Bachelor's degree or higher

Necessary Skills/Traits:

-Ability to write and produce draft documents efficiently is a must.

-Passionate about running and willing to participate in all program activities, when appropriate.

-Works well in a team and is able to contribute remotely, when necessary.

-Commitment to modeling healthy lifestyles and behaviors in all aspect of one's life, whether "on the clock" or not.

-Ability to pay close attention to detail and remain accountable when it comes to designing/reviewing program registration/evaluation materials and planning program logistics.

-Willingness to relate deep personal experiences/insights with program participants to help them in their own personal development.

- Ability to travel and serve as a leader/guide for less-experienced travelers.

- Previous experience working with youth in physical activity programs a major plus.

- Previous experience working with Wings is a major plus.

Compensation:

-\$40K+ to start, depending on experience and education.

Position Location:

Local to Albuquerque, NM with the ability to travel regionally and nationally.

Benefits:

-Health Insurance (UnitedHealthcare)

-Possible transition housing provided in the Wings HQ for the first three months of the job.

Start Date:

August 1st, but possibly sooner depending on selected candidate's availability

To Apply:

Please email your CV/Resume with a cover letter to the Executive Director, Dustin Martin, at dustin@wingsofamerica.org

Promising candidates will be invited to submit a writing sample and engage in a first-round interview with Wings staff and Board Members.