



Healthy Kids Running Series

Program Assistant (Full-time)

Company Description

Healthy Kids Running Series (HKRS) is a national, community-based non-profit that provides a fun, inclusive, five-week running Series for ages 2–14 designed to get kids active, build self-esteem, and lay the foundation for a healthy lifestyle. HKRS encourages kids to adopt a “Get Up and Go” attitude!

Role Description

The HKRS National Office supports the local Community Coordinators who plan and execute the Series. The Program Assistant supports the Program Managers and is responsible for other operational tasks within the office.

Responsibilities

- Manage national social media and e-newsletter (editorial oversight and content creation)
- Prepare reports from various databases and data sources for analysis by leadership
- Manage race registration website platform and registration page set-up
- Process sponsorship applications, order signs, field questions
- Create seasonal surveys and prepare reports on the results
- Manage document updates across multiple platforms
- General office duties (greet visitors, answer phones, process mail, etc.)
- Other duties as assigned

Qualifications

- Bilingual (Spanish) required
- Experience with social media management and content creation (Facebook and Instagram)
- Organized, detail-oriented, and a fast learner
- Excellent computer skills, including Microsoft and Google products
- Great problem solver and a team player with a passion for children’s health and wellness

Additional Information

- Work status: Full time, 40 hours / week, eligible for benefits
- Compensation: \$40,000 / year
- Location: Mondays and Fridays, remote; Tuesday–Thursday in the office in Chadds Ford, PA

How To Apply

Email resume and cover letter to Dawn Epstein, Executive Director

dawn@healthykidsrunningseries.org.