

Program Coordinator

Organization: Catalyst Sports

Location: Atlanta, GA

Job Type: Part-Time

About Catalyst Sports

Catalyst Sports is committed to empowering individuals with disabilities by providing access to adaptive sports and outdoor recreation. Our Atlanta chapter plays a vital role in delivering inclusive experiences, fostering community partnerships, and ensuring seamless event coordination.

Position Summary

The **Program Coordinator** is responsible for planning, coordinating, and executing adaptive sports programs and special events in the Atlanta area. This role involves organizing kayaking, climbing, and cycling events, maintaining partnerships, handling participant and volunteer engagement, and managing event logistics through Neon and social media platforms.

Key Responsibilities

- Plan, coordinate, and execute **adaptive kayaking** in the Atlanta area and oversee regional and overnight kayak events.
- Oversee **Catalyst Veterans Initiative**
- Organize and facilitate **private group climbing and cycling events** for the Shepherd Center, Blaze Sports, CHOA and other key community partners .
- Maintain an up-to-date **schedule of weekly and monthly events** for all sports in the Atlanta area.
- Attend and support **special events** across the Southeast region, including **Camp and Climb, Coordinator Retreat**, and others.
- Represent Catalyst Sports at **networking and outreach events** in Atlanta to promote programs and build community engagement.
- Serve as the **first point of contact** for volunteers and participants, directing inquiries to the appropriate sport's director when needed.
- Manage and oversee all adaptive equipment
- Maintain strong **relationships with community partners** to enhance program reach and participation.

- Enter all **events into Neon**, monitor registrations, and ensure accurate tracking of participants.
 - Send **monthly communications** through newsletters and social media posts to highlight events, participants, and success stories.
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Qualifications & Experience

Required Qualifications

- **1 year of nonprofit management experience.**
 - **CPR/First Aid certified** (or willingness to obtain upon hiring).
 - Experience working with people with physical disabilities is **preferred but not required.**
 - Strong **event planning and coordination skills** with experience managing logistics and schedules.
 - Excellent **communication and relationship-building skills** to engage with community partners, volunteers, and participants.
 - Proficiency in **Neon CRM** (or willingness to learn) and basic social media management.
 - Ability to work **independently** while collaborating with the Catalyst Sports team.
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Special Conditions of Employment

- Must be willing and able to work a **variable schedule**, including **weekends and evenings**, to accommodate events and competitions.
 - **Background checks** are required as a condition of employment.
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Physical Requirements

- Ability to work **inside and outside** in temperatures that may reach **100°F**, on **slippery surfaces**, and in **inclement weather** for brief periods of time.
 - Ability to work in an **athletic environment** around team sports.
 - Ability to effectively **communicate through speech.**
 - Ability to **lift and carry** up to 25 lbs and drive a truck and trailer
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Performance Expectations

- **Monthly Reporting:** The Program Coordinator will submit a report to the Program Director detailing **progress on deliverables, major accomplishments, and activities planned for the next month.**
 - **Major Accomplishments:** Any contributions beyond the core job description that **increase participation, improve program quality, or enhance outreach efforts.**
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Compensation & Benefits

- Salary range of 25k - 35k per year.
 - Opportunity to make a meaningful impact in the adaptive sports community.
 - Networking opportunities within the outdoor recreation and nonprofit sectors.
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