



Chicago Area Runners Association
1540 S. Ashland, Ste #201
Chicago, IL 60608
312.666.9836

Role: Manager - Coaching & Training Programs

The Chicago Area Runners Association, CARA, is a 501(c)(3) not-for-profit organization committed to serving and advocating for the local running community. We are Chicagoland's running club, providing accessible opportunities for all runners to train, race, learn, be social and volunteer. With a growing yearly participant base of over 10,000, CARA is the nation's third-largest running club. CARA offers a wide range of programming and events, totaling over 1,300 dates per year. CARA's four areas of focus include: Mission based programming, CARA training, CARA events and the CARA Runners' Choice Racing Circuit.

Job Description:

The "Manager of Coaching and Training Programs" will focus on coaching, implementing and organizing CARA's five training programs (Summer Marathon, Winter Marathon, Boston Performance Program, Winter Half Marathon and Spring Half Marathon). The manager will also help recruit and retain group leaders for all of CARA's training programs. Additionally the position will organize and coach CARA's Tuesday Night Track program along with Wednesday morning and evening track sessions.

Primary duties include, but are not limited to:

- Implementing and assist in the execution of CARA's training programs
- Serve as the assistant coach to the Executive Director
- Conduct weekly track workout sessions (Tuesday and Wednesday mornings and nights)
- Responsible for recruitment, management and retention of CARA group leaders and training program volunteers
- Coaching content creation on CARA's social media channels (Facebook, Instagram, Twitter, LinkedIn, Webinars)
- Responsible for CARA's weekly training newsletters and management of CARA's training@cararuns.org training email hotline
- Help plan and attend on-site marketing activations (i.e. RunShow USA, Bank of America Chicago Marathon Expo)
- Assist manager of operations in weekly training logistics
- Assist event director and manager of operations and logistics in day to day event planning and day of event execution
- Assist CARA staff with management of the CARA Circuit, including on-site activations at races

CARA seeks candidates who fit these characteristics:

- Has 3-5 years of coaching experience at high school, college or age group and adult running levels
- Has previous career experience, ideally in a related role such as non-profit sector, high school or college coaching
- Basic knowledge of Microsoft Word, Excel, Powerpoint
- Familiarity with social media best practices
- Cultural competency and sensitivity to diverse cultures, backgrounds, and communication styles
- Has a passion and commitment to the Chicago Area Runners Association's mission and the running community
- Is creative, enterprising, and inventive, with the ability to take ideas from concept to market
- Is a high energy 'people person' with excellent customer service and written communication skills
- Has an attention to detail, organized, reliable, punctual, appetite for learning
- Has strong computer skills, with the ability to quickly learn new platforms
- Is professional, able to collaborate in a team environment, and ability to remain calm under pressure and stress
- Is able to support load-in and load-out process for events, including lifting items up to 40 pounds
- Has access to reliable personal transportation, insurance, and a valid driver's license

General: This role reports directly to the Executive Director. The position will be based out of CARA's office in Chicago's Pilsen neighborhood. This is a full-time salaried position (**\$45,000**) and includes CARA's standard benefit package which includes health and dental insurance (100% covered by organization). CARA offers its staff an opportunity for a flexible work schedule outside of active programming hours. Due to the nature and timing of running events this person should expect to work outside of standard business hours, including mornings and weekends (35-40). Due to weekend work requirements, Monday is a day off for the entire team. This person should be prepared for routine travel to local events, current and future CARA races include (Miles Per Hour, Lakefront 10

Miler & 5K, CARA Spring Trail Race, Chi-Town Miles, Ready to Run 20 Miler and programs throughout the Chicagoland area. The position start date is immediate.

To apply, email with subject line "**Manager - Coaching & Training Programs**" a letter of application, list of three references with contact information, and a link to applicants LinkedIn profile. In absence of a LinkedIn profile, a PDF resume will be accepted. Send application to tim@cararuns.org. No phone calls or in-person delivery of applications please. Letter of application should at minimum reflect an authentic interest in and understanding of this specific role.