

Earth Run is an annual 5K/10K run to raise money and awareness for environmental non-profits. In addition to a community race in Vancouver on June 3, we are organizing a Virtual Run June 1-4, wherein participants can join in from anywhere in the world. Money raised from the Virtual Run will be donated to the UN-HABITAT program, a United Nations initiative bringing socially and environmentally sustainable communities to the world.

Earth Run is organized by volunteers, and with the race season fast approaching, we are looking for a Virtual Run Coordinator to join the team.

We need someone who will be able to engage and encourage our virtual runners. You will be their point-of-contact for the race, and must be able to assist them with the technology as well as ensure that this is a FUN experience for everyone involved.

The Virtual Run Coordinator will be responsible for:

- Assisting with the maintenance of the Virtual Run web portal
- Assisting local (Roundup) race organizers with Virtual Run registration
- Communicating with Virtual Run participants: answering questions, moderating comments etc.
- Coordinating with promotions team and integrating the Virtual Run into the Earth Run social media platform

Qualities & Skills

- Above average social media and web skills
- Promotions experience would be helpful
- Must be able to communicate effectively online
- Teamwork oriented

Time Commitment

This is a 4-month commitment, and the Virtual Run Coordinator should be available to help out with the Vancouver run on June 3. In the months leading up to the run, the role will require 4-5 hours/week, with responsibilities intensifying toward May. The Earth Run Committee meets twice a month on Wednesday afternoons, and you should be available to attend at least one of these meetings per month.

Please send a resume and short introductory letter if you are interested in this position.

earthrun.com