



Sidney Kushner
Founder, CCChampions

www.CCChampions.com

CCChampions - Program Coordinator (full-time) job description

Pittsburgh, PA chapter

Overview of CCChampions:

CCChampions (CCChampions.com) is a nonprofit organization that helps kids with cancer through high-impact friendships with pro athletes. Founded in 2011 by Brown University student Sidney Kushner, the organization has inspired 300+ children, been featured in the Harvard Business Review, and honored as a Hero Among Us by the Boston Celtics. CCChampions launched its national platform in Pittsburgh in 2013, in partnership with the MLB, NHL, Children's Hospital, and teams like the Pittsburgh Steelers & Pirates.

Job Description:

The Program Coordinator will be in charge of our signature Friendships Program, serving as the primary contact between the organization and the kids/families/athletes participating in the program. This includes facilitating every step of each child's friendship and managing all logistics for events and athlete-child communication. The Program Coordinator should anticipate handling up to 50 friendships in the coming year and will report directly to the Executive Director. The position is to begin as soon as possible and salary will be based upon strength of qualifications.

Responsibilities:

- Commit at least 40 hours per week to the organization
- Facilitate all steps of up to 50 athlete-child friendships per year (Matching process, Induction Ceremony, Regular athlete-child communication, Championship Ceremony, & Support)
- Interact directly with child cancer patients, their families, athletes, & recruiting partners on a daily basis (includes occasional short travels)
- Manage significant logistical challenges with difficult family/athlete schedules
- Recruit new children & families for the Friendships Program through various channels
- Develop new initiatives to continually improve the Friendships Program
- Report regularly to the Executive Director and assist with other activities non-specific to the position (fundraising, strategy, etc.)

Requirements:

- Minimum associate's degree or equivalent [bachelor's or master's degree preferred]
- Minimum 1-2 years experience working with children
- Great "people person" - fun, creative, & personable
- Knowledge & excitement about sports [preferred]
- Proficiency in MS Office (Word, Excel, Powerpoint)
- Proficiency in social media (Facebook, Twitter)
- Ability to pass a background check

To apply, please send your resume/CV and a short paragraph indicating interest to Team@CCChampions.com