



Program Engagement Coordinator

Position Summary

The Program Engagement Coordinator is responsible for collaborating with the Director of International Programs to oversee stakeholder engagement and lead the coordination of all Concussion Legacy Foundation (CLF) education-based programs including the CLF Media Project, Flag Football Under 14, Team Up Against Concussions, and our broader Stop Hitting Kids in the Head campaign. Maintaining close relations with community and governing body stakeholders is key to fulfilling our mission to promote smarter sports and safer athletes through education and innovation. As the Program Engagement Coordinator, you will be coordinate all logistics for the programs, and collaborate with the Director of International Programs to oversee their growth and ensure their success on both a national and international level.

Company: Concussion Legacy Foundation

Reporting to: Director of International Programs

Location: USA, Remote

Status: Salaried employee

Responsibilities

Program Coordination

- Coordinate all program execution for the CLF Media Project including budget, curriculum, scheduling digital and in-person presentations, communications with partner-schools, fellows, and professional sports media outlets. Additionally, you will coordinate collaboration between departments and external stakeholders to facilitate Concussion Reporting Certification content updates and marketing initiatives.
- Coordinate all program execution for Flag Football Under 14 including stakeholder engagement for legislative action in various states and overseeing logistics for campaigns as they arise.
- Maintain up to date research on the global landscape surrounding contact in youth sports and CTE causation to support our End CTE and Stop Hitting Kids in the Head campaigns.
- Coordinate all program execution for Team Up Against Concussions including maintaining and expanding relationships with key organizational partners and working with governing bodies to facilitate individualized opportunities (i.e., USA Hockey Team Up Against Concussions Week).
- Work closely with Director of International Programs to help bring, manage, and expand various education programs to CLF global chapters.
- Work closely alongside influencers (journalists, coaches, athletes) to help promote programs in the media, across social media, and through various campaigns (PSAs, etc.)

Communications & Branding

- Work with communications department to identify opportunities to promote education programs in the media, in partner communications, and in CLF communications.
- Help arrange webinars, conference appearances and speaking opportunities for CLF stakeholders, influencers, and Legacy Donor families to raise awareness for education programs.
- Work alongside content and graphics team to create program-specific educational and marketing materials, in addition to social media campaigns.

Qualifications

- Bachelor's degree required.
- One to three years of full-time experience in project coordination role or similar.
- Excellent organization and multi-tasking skills are a requirement.
- Excellent interpersonal, written, and verbal communication skills.
- Ability to communicate and interact clearly and professionally with key external stakeholders.
- Ability to take direction, meet timelines and work on a multitude of projects at one time.
- Detail-oriented with a strategic mindset.
- Team player with a genuine interest in making sports safer.

How to Apply

Please submit your resume and cover letter to operations@concussionfoundation.org

About the Concussion Legacy Foundation

The Concussion Legacy Foundation is a 501(c)(3) non-profit organization. It was founded by Robert Cantu, MD, and Chris Nowinski, PhD to support athletes, Veterans, and all affected by concussions and CTE; achieve smarter sports and safer athletes through education and innovation; and to End CTE through prevention and research. The Concussion Legacy Foundation's work [has been featured](#) by the New York Times, Rolling Stone, TIME, Sports Illustrated, ESPN, BBC, PBS, HBO Real Sports and many other news and media outlets. For more information, please visit ConcussionFoundation.org.

At the Concussion Legacy Foundation, we are proud to be an equal opportunity employer. All applicants will be considered for employment based on qualifications, merit and organizational need and without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. CLF is committed to providing employees with a work environment free of discrimination and harassment.