



NICA Coach Education Manager: Diversity, Equity, and Inclusion Initiatives

Reporting to the Director of Coach Education, the NICA Program Manager for DEI Initiatives is charged with overseeing existing programs and initiatives (GRiT: Girls Riding Together, Pathfinders) and developing a grassroots diversity initiative to increase accessibility and participation for youth currently underrepresented in the sport of cycling in the US. The position will provide oversight, development, implementation and ongoing execution of programming at the coach and team level. They will collaborate with the field operations team in providing support to league staff implementing initiatives at the team level. The initiatives manager will ensure all programs, events, and trainings under their management meet applicable risk management, safety, competency and quality guidelines and incorporate the NICA mission and core values. As a part of the coach education team, the DEI initiatives manager will provide direct training (in person and online) in fundamental mountain bike skills, Adventure and Teen Trail Corps programming, as well direct support to leagues in coach and team development with the DEI lens. This position has a salary range of \$63,000-\$65,000/yr DOE, with no direct reports.

The program manager is a lead trainer and may travel 4 - 6 long weekends a year (Friday - Monday) to provide support and training at regional and league level events. The program manager reports to the Director of Coaching & Education, is a full time exempt (salaried) position, and has no direct reports.

Responsibilities include:

- Design and develop programming to further NICA's overall DEI initiatives using the following draft objectives
 - Identify best practices while working with leagues and teams that are intentionally seeking to increase and sustain diversity, equity, and inclusion.
 - Identify best practices from existing NICA league community partnerships
 - In collaboration with NICA leagues, develop and implement a coach and team based strategy to increase inclusivity and diversity (invite, inform, support)
- Develop resources and design relevant education for coaches and teams based on competencies and objectives
- Manage the process for the Pathfinder scholarships across all leagues
- Support and train League GRiT coordinators
- Review and maintain existing GRiT resources
- Run monthly GRiT and DEI national calls, facilitating agenda and guest speakers
- Write and manage monthly DEI initiatives content for coaches news, league updates and other NICA media
- Collaborate internally with MarCom on how and what we are communicating to public/partners/NICA community
- Provide and manage relevant data to track and evaluate programs and initiatives progress
- Travel to and support events that strengthen NICA's DEI initiatives
- Collaborate with and learn from leaders of successful DEI initiatives in youth development and sports
- Collaborate with NICA's VP of Development to meet DEI sponsor obligations

Qualifications / Job Requirements

- Bachelor's Degree or 5+ years' experience in an education or youth development programs
- DEI strategy, development, training, and initiative experience
- NICA coaching experience (Level 2+ preferred)
- Experience working with adults in a hands-on sports and educational environment

- Experience working with youth, preferably in sports
- Excellent communication skills -- effective written skills, able to communicate orally with others, and able to facilitate engaging coach and student-athlete risk management trainings and presentations
- Aptitude for writing educational resources and document management
- Strong abilities in the Google Drive Suite document creation and management
- Exceptional project and operation management skills – ability to lead multiple operations and wear many hats, including program development and implementation, group facilitation, training, marketing & strategic planning
- While performing the duties of this job the employee is regularly required to: talk, hear, sit, ride a mountain bike, drive a vehicle to and from trainings with a valid driver's license and proof of insurance, and may be required to occasionally be able to lift and/or move up to 40 pounds unassisted
- A background check will need to be processed and approved

To Apply

Please send a cover letter and resume to Kelly Curry, Director of Human Resources at jobs@nationalmtb.org by February 5, 2024. Those whose applications are up for consideration, will be contacted after that date.

NICA is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.