



Role Details:

- **Position:** Program & Outreach Manager
- **Organization:** Positive Tracks
- **Location:** Hybrid, with weekly travel to the Positive Tracks office in Hanover, NH, and regular travel throughout the Greater Boston area and other parts of New England as needed.
- **Residence Requirement:** [Upper Valley Region of VT/NH](#)
- **Hours:** Full-Time, 40 hours per week

Position Overview:

We are seeking a highly organized and proactive Program & Outreach Manager to work closely with the Director of Programs. This role involves coaching and mentoring youth, ages 12 - 25, through the Positive Tracks Challenges Program and supporting the oversight of our Youth Leadership Fellows. The Program & Outreach Manager will also play a key role in building relationships and partnerships to grow and deepen Positive Tracks' reach and impact in target regions.

Key Responsibilities:

Program Delivery (45%)

- Be a leader in igniting and catalyzing meaningful change in communities by coaching and mentoring young people in our Challenges program, including:
 - **Coaching:** Schedule and conduct one-on-one and group coaching sessions with Challenge Captains.
 - **Guidance & Mentorship:** Support young people in planning, organizing, and executing their Challenge events; provide guidance on goal-setting, problem-solving, and leadership development.
 - **Resources & Tools:** Share relevant tools, templates, and resources to help Captains successfully implement their events.
 - **Fundraising Support:** Manage logistics for fundraising matches and starter grant funds.
 - **Progress Tracking & Recognition:** Monitor Captains' progress, celebrate milestones, and support learning and impact reflection.
 - **Attend Challenges** when applicable.



Outreach & Relationship Building (45%)

- **Represent Positive Tracks:** Serve as an organizational ambassador by engaging in community opportunities and introducing Positive Tracks to the Upper Valley and Greater Boston potential community partners including at schools, events, tabling opportunities, and at Positive Tracks Challenges.

Lead Community Outreach: Build and strengthen relationships with schools, youth-serving organizations, and community partners.

- **Create and deliver presentations:** Support development of presentation assets and materials for outreach opportunities.
- **Program storytelling:** Gather visual assets and quotes from youth-led Challenges and outreach events. Collaborate with the Communications team to ensure compelling programmatic stories are captured.
- **In-Office Program events:** Plan, facilitate, and track impact of programmatic events.
- **Attend Challenges:** Provide in-person mentoring and coaching support, build community relationships, and capture storytelling assets. These may fall outside of office hours or on weekends.

Administrative and Program Development Support (10%):

- **Operations:** Manage the Positive Tracks Welcome Package and Movement Closet processes, prepare volunteer service letters, and support creation of fundraising and registration pages for youth-led Challenges.
- **Tracking:** Maintain the applications log, Challenges calendar, and Movement Closet resources.
- **Programs:** Support Fellowship Program coordination and collaborative projects, including research and data analysis.
- **Strategy:** Contribute insights to program strategy and decision-making.
- **Reporting:** Track metrics, create quarterly reports, and share program updates with Staff and Board.

Qualifications:

We encourage candidates to apply even if their profile does not align perfectly with all qualifications. We are committed to fostering an inclusive hiring process where diverse backgrounds and experiences are valued.

- Exceptional interpersonal and relationship-building skills to establish and maintain positive, meaningful connections with young people, team members, and external stakeholders.



- 2 - 5 years of experience in program coordination or delivery, community engagement, outreach, or related fields.
- Significant knowledge and experience working with youth, youth development, mentorship, coaching, education.
- Commitment to Positive Tracks' values, including community, equity, and belonging, and the ability to apply those values in your work.
- Excellent written and verbal communication skills, including public speaking, facilitating conversations, writing, and presenting to diverse audiences.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks, prioritize responsibilities, and meet deadlines.
- Experience designing, coordinating, and executing events, with the ability to facilitate sessions, manage logistics, and actively support and mentor Positive Tracks program participants throughout.
- Ability and desire to attend Positive Tracks Challenges, events, or meetings outside of regular work hours or on weekends.
- Valid driver's license and willingness to drive; personal vehicle required.
- Must reside in the Upper Valley region of VT/NH.
- Eligibility to work in the United States is required.

Salary and Employment Benefits

This is a full-time, exempt/salaried, hybrid position with an annual salary of \$68,700. Benefits include paid medical, dental, and vision insurance; holidays and paid time off; parental leave; and a retirement match, plus contribution.

How To Apply

To apply, [please fill out this form](#). This position will remain open until filled, with an initial application review date of Dec 13, 2025. If you have any questions or need further information, please contact the Hiring Manager, Andrea Calderón, at acalderon@positivetracks.org.

ABOUT POSITIVE TRACKS: Positive Tracks is a national nonprofit with hubs in Hanover, NH and Boston, MA. We help ages 12 - 25 create their own athletic challenges to support the causes they care about most. We call it Sweating For Good®. Our programming provides young people with the mentoring, tools and resources needed to build leadership skills, create inclusive spaces, boost physical and mental health, and spark positive change - starting with themselves and starting in their own communities.

Since 2010, we have helped 100,633 Positive Trackers turn 449,143 and 153,279 hours of physical activity into advocacy, activism, and \$12 million for hundreds of causes shaping our shared future. In 2025 alone, we have supported 2,178 youth leadership experiences.



Positive Tracks is an equal opportunity employer fully committed to creating an environment and team dedicated to our [Values](#) (Joy, Integrity, Growth, Inclusion, Community, Courage, and Balance) and the principles and practices of diversity, equity, inclusion, and belonging. Positive Tracks prohibits the unlawful discrimination against any employee or applicant for employment based on race, color, religion, sex, gender identity, age, national origin, genetic characteristics, disability, veteran status, marital status, sexual orientation, sexual identity or any other basis prohibited by law.