



## EVENT OPERATIONS COORDINATOR

The Greater Grand Junction Sports Commission is seeking an individual who expresses an interest and passion for event production in the sports industry. This position will oversee event operations of a sporting event from start to finish - managing the planning of planning, production, and execution of an event.



Job Title: Operations Coordinator	
Posted Date: 11/06/2023	FLSA: Non-Exempt
Position Reports to: Executive Director	Driver Status: Driver
Status: Full-Time	Approx. Hrs. per Week: 40

### Position Overview

Responsible to the Executive Director of the Greater Grand Junction Sports Commission (GGJSC) for assisting with the development and successful execution of Sports Commission events and sporting events in the broader community of Mesa County. This position is responsible for planning and executing event operations and other duties in the office.

### Essential Job Functions

- Organize and plan all aspects as applicable for GGJSC events, whether produced, bid-in, or partnered. These tasks may include applying for permits, managing logistics and operations, contracting with vendors, and overseeing the event budget.
- Establish local organizing committees (LOCs) for events as necessary and oversee their activities.
- Serve as the contact person and coordinator for GGJSC events.
- Develop and manage volunteer programs and databases.
- Create, execute, and/or work with partners on operational plans for GGJSC events, including Grand Junction Rides & Vibes, Just Peachy 5k, Desert's Edge Triathlon Series, Airplane Pull, Howl-O-Ween Dog 5k, and Rim Rock Marathon and Half.
- Assist in managing the Grants program, including event calculations, post-event data collection, application review, and communication with event owners before, during, and after the grant process.
- Provide necessary support & documentation for GGJSC bid cycles and Requests for Proposals (RFPs).

- Assist in the management, supervision, and support of interns/work-study students, in partnership with CMU's Sports Management academic program.
- Provide daily administrative and overall office support to the GGJSC staff; including assembly of meeting packets, presentations, and coordination of meetings.
- Update and maintain facility databases.
- Support the successful execution of all community or GGJSC programs, events, and education in concert with the strategic/ business plan.
- Assist in engaging local events and youth sports organizers to leverage the GGJSC as a resource for assisting to expand and improve local events.
- Manage organizational assets and storage facility.
- Other job-related duties as assigned.

### **Knowledge, Skills, Abilities, and Other Characteristics (KSAOs)**

- Have knowledge of the sports business and the sports industry, including a variety of sports.
- Have knowledge of management and/or hospitality services.
- Have knowledge of basic operational plans and emergency management.
- Demonstrate strong organizational, communication, and interpersonal skills.
- Demonstrate strong skills in office programs, such as Excel, Word, PowerPoint, Google Docs, etc.
- Demonstrate the ability to apply critical thinking skills and suggest and/or resolve daily concerns.
- Demonstrate the ability to communicate effectively and professionally, through verbal, written, and telephonic communication.
- Demonstrate the ability to work independently and to be self-motivated.
- Demonstrate the ability to work within and motivate teams.
- Demonstrate the ability to be open-minded and willing to learn.
- Demonstrate the ability to manage, prioritize, and work on several projects with overlapping deadlines.
- Demonstrate the ability to engage in social/networking events, and build business relationships with others.
- Able to work outside of normal business hours, including some nights, weekends, and holidays.
- Able to spend many hours on feet, and lift event equipment.

### **Education Requirements**

- Education - Bachelor's Degree in a related field preferred.
- Experience - Direct experience working in event planning preferred (2 years)
- Experience - Direct experience working in a sports-oriented business preferred (2 years).

### **Leadership Responsibilities**

- Involve people and help them to invest in their personal commitment.
- Encourage volunteers, interns, and community partners to generate good ideas.

- Build collaborative, interdependent, and supportive teams.
- Develop strength between units and peers.
- Initiate new ideas and directions at your own level.
- Generate positive innovations with the team without those changes being imposed by management.
- Is masterful at interpersonal relationships.

### **Disclaimer**

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this work. This is not an exhaustive list of all duties and responsibilities. Company management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

### **Compensation and Benefits**

Wage Range: \$20-\$25 hourly rate, plus opportunity for overtime.

Benefits: Employee will receive ten (10) paid holidays per year, two (2) weeks of accrued paid vacation per year, sick leave under the provisions of Colorado's Healthy Family and Workplace Act, and a \$300 per month Health Stipend to be used for medical, dental, and vision expenses of the employee.

Position open until filled, anticipated start date in January 2024. Email a cover letter explaining your interest and resume with "Grand Junction Sports Commission - Operation Coordinator" in the subject line to [info@grandjunctionsports.org](mailto:info@grandjunctionsports.org).



Position to start: January 2024