



Job Description – Event Operations Associate

Title:	Event Operations Associate
Employer:	Elite Tournaments
Salary:	Commensurate with experience (Entry Level Position)
Application Deadline	March 1, 2012
Reports to:	Vice President of Operations and Business Development
Commitment:	40 hours per week, (requires weekend and holiday hours)
Working Hours:	Flexible (requires weekend and holiday hours during events)
Office Location:	Mt. Airy, MD 21771

JOB SUMMARY

The Event Operations Associate will assist the VP of Operations and Director of Programs with the planning and execution of all Elite Tournaments and Elite Promotion events. Event Operations Associate will assist in field and event site set-up, equipment management, and event operation support. The Event Operations Associate will assist with communication between the event and event participant regarding payment, scheduling, special assistance and other areas. The Event Operations Associate will also manage the equipment and merchandise warehouse. **This is an entry level position.**

SPECIFIC DUTIES

Operations

- Provide inventory control and distribution management for event equipment and supplies
- Maintain event equipment and supplies
- Develop logistics plan for field and site set-up
- Assist Director of Programs with staff organization and scheduling
- Research teams, events, and sports organizations
- Maintain team contact database
- Provide onsite event management during tournaments and events

Communications:

- Proactively contact and respond to teams, team's managers and coaches about their responsibilities after registering for tournaments. This communication entails emails and phone calls.
- Follow up with teams regarding registration fee payment and hotel bookings
- Vendor and Supplier Liaison

Other Duties

- Assist other staff and departments on various short and long term projects
- Other duties as assigned

Necessary qualifications:

- Minimum of a bachelor's degree in a relevant discipline from an accredited college or university.
- Knowledge about Microsoft Office Suite
- Knowledge about youth sports and particularly the soccer community in the United States
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Ability to lift 50 pounds
- Ability to work long hours
- Ability to work in varying climates including cold, heat, and various forms of precipitation
- Valid Driver's License
- Reliable transportation
- Ability to work weekends

Salary and Benefits

- Competitive Salary
- Event Bonuses for working tournament weekends
- Full Medical, Dental, and Vision Benefits
- 401K
- 2 Weeks Paid Time Off

About Elite Tournaments

Founded in 2000 as a small family business, Elite Tournaments has organized more than 150 youth soccer events for nine different clubs, colleges and international and professional organizations. The company oversees more than 50 tournaments a year across the United States. Elite Tournaments' staff includes former high school and college coaches, referees and standout players whose own experiences inform the company's professional approach to event management. Elite Tournaments prides itself on organization and communication with tournament stakeholders in order to create successful events and lasting relationships.

To apply please submit the following;

Employment Application

Cover Letter

Resume

References

Information should be emailed to Megan Schmidt at mschmidt@elitetournaments.com

or

via Postal Mail to;

Elite Tournaments

Attn: Megan Schmidt

401 Center St Ste 205

Mt Airy MD 21771