

## **EVENT COORDINATOR PENSACOLA SPORTS**

Job Status: Non-Exempt, Full Time  
Salary Range: \$35,000 to \$45,000 annually  
Location: Pensacola, Florida  
Reports to: Director of Events



### **Job Brief**

The event coordinator is responsible for managing varied and multiple events a year from start to finish including, but not limited to conception, planning, budgeting, oversight, volunteers/staff coordination, execution, and wrap-up. Events include high school sporting events, banquets, college athletic events, runs/races, youth sport clinics, professional sports, etc. Other duties as assigned by the Director of Events. This person must be able to manage multiple events on varying timelines. Candidate must put customer/participant satisfaction first in ensuring they have a fun, safe, and memorable experience.

### **Skills**

- Effectively manage time and responsibilities to meet varied deadlines.
- Must be able to adjust and think on feet quickly during stressful/time sensitive situations.
- Show initiative to be a quick learner and apply what is observed and taught.
- Ability to communicate openly and effectively to supervisor, co-workers, board of directors, sponsors, volunteers, and other event stake holders.
- Works effectively with a team and committee to manage the events.
- Continue to be innovative and creative when planning events to enhance and improve each year.
- Receives constructive feedback well and makes changes/adapts as necessary.
- Strong verbal, written and communication skills.

### **Requirements**

- A minimum of 1 year of event organizing experience.
- Ability to work independently and stay on task.
- Fiscal responsibility to adhere to a set budget.
- Ability to learn and use new applications and programs.
- Occasionally work long days, nights, or weekends.
- Experience with photo/video editing software, like Adobe Photoshop is a plus!
- Must be comfortable in a dog-friendly office environment.
- A Team Player!

### **This job might be for you if...**

- You have 1-3 years of event coordination experience.
- Collaborating with diverse teams excites you, and you have no problem managing multiple initiatives at once.
- You're willing to share your ideas and be creative!
- You can build long-term relationships with volunteers, partners, and communities.
- You have a flair for hospitality – the participant experience!
- You are organized and a problem solver!
- You are confident with Google Suite (GSUITE), Microsoft Office, website content management. Databases and new applications do not scare you.

### **Physical Requirements**

You won't need the endurance of a stallion, but you must be able to stand and walk for long periods of time and in changing weather conditions. **Must be able to lift up to 50 pounds at time and drive to meetings/events; occasionally working long days, nights, or weekends)**

### **To Apply:**

Interested candidates please email resume and references to:

Laura McCullers

Director of Operations

[lmccullers@pensacolasports.org](mailto:lmccullers@pensacolasports.org)

Pensacola Sports is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, age, disability or veteran status.