

Full-Time Sports Event Administrator

As a Full-Time Sports Event Administrator, you will be an integral part of the event management team responsible for planning, organizing, and executing various sports events hosted by Softball City. This role requires meticulous attention to detail, excellent organizational skills, and the ability to manage multiple tasks simultaneously. The successful candidate will play a key role in ensuring the success of sports events from conception to completion.

Key Responsibilities:

- Event Planning and Coordination:
 - Collaborate with our team to plan, organize, and execute sports events, including but not limited to tournaments, championships, and promotional activities.
 - Coordinate logistics, such as venue design, scheduling, participant registration, and equipment planning.
- Participant Communication:
 - Serve as contact point for participating teams, athletes, coaches, and other stakeholders.
 - Communicate event details, rules, and regulations effectively to ensure a smooth and enjoyable experience for all participants.
- Administrative Tasks:
 - Handle administrative duties related to event coordination, including budget management and documentation.
 - Prepare and distribute event-related materials, such as schedules and information packets.
- Venue Management:
 - Oversee venue setup and breakdown, ensuring that all facilities are arranged appropriately for each event.
 - Coordinate with facility staff to address any logistical issues and ensure a seamless event experience.
- On-Site Coordination:
 - Supervise on-site event operations to guarantee adherence to the established schedule and guidelines.
 - Address any unforeseen issues promptly and implement contingency plans when necessary.
- Marketing and Promotion:
 - Collaborate to develop promotional strategies for events, including social media campaigns and advertising materials.
 - Monitor and analyze the success of promotional efforts and suggest improvements for future events.

Qualifications:

- Proven experience in event planning and coordination, preferably in the sports industry.
- Excellent organizational and time-management skills.
- Strong interpersonal and communication skills.
- Ability to work under pressure and meet tight deadlines.
- Proficient in event management software and Microsoft Office Suite.

How to Apply: Interested candidates should submit their resume, a cover letter detailing their relevant experience to Carla Reid at carla@canadacup.com. Applications will be accepted until Feb 12, 2024.

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