POSITION TITLE: Events Coordinator

SUPERVISOR'S NAME/TITLE: AJ Dominique III, Senior Events Manager

I. Position Summary
The Events Coordinator position will support the planning and execution of USRowing-owned events.

The coordinator will work alongside current USRowing staff, as well as autonomously, to deliver high-quality events for USRowing members. The position will support the current staff with growing the fan experience at established USRowing events, while also working towards taking ownership of the planning and execution of a slate of USRowing-owned events.

Based at the USRowing headquarters in Princeton, New Jersey, the coordinator will also be responsible for administrative tasks in support of Events department responsibilities across departments. The position will work closely with team members in other departments, as well as external stakeholders such as USRowing referees, volunteers, and host organizations.

II. Quantitative Data
○ Program Scope 18 national and regional events
○ Supervision Directs interns; reports to the Senior Events Manager

III. Primary Job Responsibilities
○ Assists with the logistics and execution of all national championship regattas to ensure the successful operation of these events. This includes both the on-the-water aspects of the regatta, as well as the off-the-water events surrounding the regatta.
○ Provides positive customer service; answers customer inquiries; develops strategies for improving the customer experience; develops and implements processes for customer feedback and suggestions.
○ Serves as the regatta director for select USRowing regional championships, while assisting with other regional championships.
○ Coordinates planning activities with other departments.
○ Supports referee recruitment and referee administrative tasks.
○ Executes and tracks sponsorship fulfillment at events to ensure compliance with partnership agreements.
○ Organizes, plans, and executes on-site registration at assigned USRowing-owned events.
○ Plans and executes special events held in conjunction with USRowing-owned national championships, such as the Graduation Ceremony, College Fair, and other similar events.
○ Oversees the development of the volunteer base for regattas held in Princeton including regional championships, national team selection events, etc.
○ Oversees the care and maintenance of national trophies.
○ Position requires travel to assigned events during the year.
○ Other duties as assigned.

IV. Skills/Experience Needed:
○ Knowledge of event planning practices
○ Knowledge of rowing helpful
○ Organized and detail-oriented
○ Driven, self motivated
○ Teamwork
○ Strong work ethic
○ Problem-solving
○ Proficiency with Microsoft Office programs, and comfortable working with online applications
○ Ability to lift 25 lbs.

V. Compensation Information
○ Salary commensurate with experience
○ Benefits include competitive health insurance including vision and dental, 401(k), and competitive vacation policy
○ Position is located at USRowing headquarters in Princeton, N.J.

Please email a cover letter, resume, and two references to Alvin.Dominique@usrowing.org. Applications will be reviewed immediately but must be received no later than April 22, 2018, for consideration.