



USA TABLE TENNIS – JOB POSTING

JOB TITLE

Coordinator, Event Assets and Operations

BASIC DESCRIPTION OF JOB RESPONSIBILITIES

The Coordinator, Event Assets and Operations, is an entry level position at USA Table Tennis that will be responsible for management and administration of all matters related to events and tournaments operated by USA Table Tennis, including the US Open and US Nationals and related Para Tournaments; will plan, coordinate and manage additional new USATT events and tournaments, including those related to fund raising; will assist the USATT in developing a nationwide Ambassadorship Outreach program intended to grow and expand table tennis participation; and will assist in sponsor, vendor, donor, and asset development and service.

DETAILED DESCRIPTION OF JOB RESPONSIBILITIES

1. Serve as USATT's Primary Management and Administrative Representative in all USATT Operated Tournaments and Events, including the US Open and US Nationals, as well as related Para Tournaments.
 - A. Plan, Organize, Coordinate, Execute and Perform Punch-List Completion of all Hosting, Hospitality, and Presentation Elements of USATT Operated and Administered Tournaments and Events.
 - B. Serve as a USATT Contract Administrator and Liaison with Representatives of: (i) Event Venue Operations; (ii) Host Hotel; (iii) Food, Beverage and Catering Providers; (iv) Event / Tournament Director of Scheduling; (v) Vendors, Sponsors and Donors; (vi) Broadcast and Internet Technology Partners; (vii) Volunteers, Officials, and Support Staff; (viii) Medical Staff, Security, Law and Fire Code Enforcement; (ix) Risk Management and Insurance Agencies; (x) Shipment and Storage of Necessary Equipment of Materials; (xi) Maintenance; and (xii) Any and All Other Persons Involved in USATT Operated Tournament and Events.
 - C. Assist in USATT Efforts to Market and Promote USATT Operated Events and Tournaments, Including Design and Publishing of Relevant Written and Electronic Materials, as well as Data Management and Electronic Record Preservation.
2. Create, Devise, Develop, Plan, Organize, Execute and Perform Punch List Completion of New and Additional USATT Operated and Administered Events and/or Tournaments Intended to Grow and Expand Awareness and Participation in Table Tennis and to Serve as Fundraisers for USATT.
3. Assist USATT Membership and Tournament Department in Nationwide Ambassadorship-Outreach Program with USATT Member Clubs and Tournaments.
4. Assist in Sponsor, Vendor, Donor, and Asset Development and Service; and Assist in the Development of Additional Innovative Revenue Streams.
5. Conduct All Other Reasonable and Necessary Functions Related to USATT Business Efforts, including Supporting All USATT Departments, the Board of Directors, Management, Co-Workers; and Working with USATT Members, Club Administrators, Tournament Directors; Contractors and Subcontractors; Sponsors, Vendors, and Donors; Broadcast Partners and Internet Technology Personnel; Venue Representatives; Medical, Security, Law Enforcement and Fire Code; Maintenance and Legal Representatives.

REQUIREMENTS – EDUCATION AND EXPERIENCE

1. **Minimum Education Requirement:** Bachelor’s Degree with Studies Focusing on Business Administration; Event Management, Planning and Presentation; Sports Management; Marketing; Communications; Public Relations, and/or Hospitality.
2. **Preferred Experience:** At least Two Years of Direct Experience in Event Management, Planning and Presentation; Sports Management; Marketing and Promotions; Hospitality, Hotel Administration, Travel and Tourism; Broadcast Communications; Public Speaking; Design, and/or Food and Beverage.
3. **Additional Recommended Experience:** Working Understanding of the United States National Governing Body System for Sports.
3. **Additional Skills:** Reasonable Physical Capabilities, including the Ability to Lift and Move Items up to Fifty Pounds; Reasonable Proficiency in General Computer Operations, including Working Knowledge of Programs and Apps such as Word, Excel, Publisher, Google Docs and Adobe Creative Cloud Products; Strong Writing and Communication Skills, Including Working with Persons Whose Primary Language May Not Be English.

NECESSARY WORK HABITS AND TRAITS

Positive Attitude; Consistent and Reliable Alacrity; Collaborative; Proactive; Responsive; Highly Developed Organizational Skills; Acute Attention to Detail; Ability to Listen Closely, Absorb Instructions and Execute Projects with Minimal Supervision; Ability to Simultaneously Handle Multiple Complex Tasks; Creative and Flexible; Ability to Finish Projects in a Timely Fashion.

OTHER IMPORTANT ELEMENTS

1. Salary will be commensurate with an entry level position at USA Table Tennis.
2. Job Location will be Based in Colorado Springs, Colorado, with Considerable Nationwide and, possibly, International Travel Required.
3. Work Schedule will be Unpredictable and Irregular and Extra Effort Will Often Be Required; Candidate Time Commitment must be Flexible.
4. This Position Does Have a Certain Physical Component that Requires the Capacity to Lift Up to 50 Pounds and the Conditioning Necessary to Work at a Fast and Physical Pace.
5. Send Resume, Salary Requirements and References to Mark Thompson, USATT Chief Operating Officer, 4065 Sinton Road, Colorado Springs, CO 80907 (Mark.Thompson@USATT.org).

USA TABLE TENNIS

USA Table Tennis has served as America’s National Governing Body for the Sport of Table Tennis Since 1933. USATT is committed to achieving competitive excellence in the sport, growing and promoting table tennis, and creating lasting value for our Members. USATT is an Equal Opportunity Employer.