



ONESPARTANBURG INC.
JOB DESCRIPTION

Job Title: Sports Coordinator
Reports to: Vice President of Sports Development
Location: Spartanburg, SC
FLSA Classification: Non-Exempt

POSITION SUMMARY

Under the leadership of the VP of Sports Development, the Sports Coordinator is responsible for coordinating the fulfillment of sports-related initiatives in the destination. The Sports Coordinator will facilitate and measure progress on tourism initiatives affecting strategic partners. The Coordinator serves as a trusted partner and resource to the VP of Sports Development and external partners, thinking conceptually and strategically while maintaining a results-driven approach.

POSITION RESPONSIBILITIES: Essential duties and tasks to be performed include

- Serve as liaison between OneSpartanburg, Inc. and preferred hotel partners
- Facilitate sales leads to preferred hotels for sports events in Spartanburg County
- Collaborate with VPSD to prepare and manage annual sports services budget
- Develop and maintain relationships with event organizers, venue managers, tourism stakeholders, and local, regional, and national tourism organizations
- Maintain well-informed, working knowledge of all hotels, attractions and services, both public and private, available in the area
- Coordinate with Marketing/Communications to prepare press releases, social media coverage, and calendar of event information in a timely manner
- Coordinate the collection of event data and compilation of event reporting
- Organize and participate in host committee/local organizing committee meetings
- Provide onsite destination sports services for events as needed, while overseeing the operational logistics and preparation of event materials
- Cultivate a volunteer program to recruit and utilize volunteers at events
- Attend regional and national conferences as needed to promote the area as a destination
- Coordinate ancillary events in relation to sports tourism events such as banquets, socials, etc.
- Assist VPSD in maintaining records for all events in CRM
- In day-to-day interactions with staff, partners and members of the community, always exemplify the organization's core values
- Additional duties as assigned

ESSENTIAL SKILLS & EXPERIENCE: Minimum requirements to perform this role include

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- Degree or equivalent experience in a related field (sports management, event management, hospitality management)
- Proven accountability and attention to detail in managing tasks, ensuring timely and accurate completion while upholding high-quality standards
- Program management experience with a strong track record of follow-up and follow-through.
- Ability to develop and maintain strong community relationships
- Excellent communication skills (written, verbal, and presentation).
- Capable of working both independently and as part of diverse, dynamic teams.
- Strong proficiency in Microsoft Office Suite.
- Flexibility to work nights and weekends for after-hours meetings and events, with the ability to travel outside the region (estimated 15%).

BENEFICIAL SKILLS & EXPERIENCE: Ideal candidate will have these skills, education, experience

- Experience working in a CRM such as SimpleView
- Experience working in a project management platform such as Monday.com

MENTAL & PHYSICAL DEMANDS (per ADA guidelines):

Mental & Physical Demands- ADA Guidelines									
<i>Physical Demands</i>	C	F	O	N/A	<i>Lifting Requirements</i>	C	F	O	N/A
Stand			X		10 pounds or less			X	
Walk			X		11 to 20 pounds			X	
Sit	X				21 to 50 pounds				X
Handling / Fingering	X				51 to 100 pounds				X
Reach Outward				X	> than 100 pounds				X
Reach Above Shoulder				X	Pushing & Pulling Requirements	C	F	O	N/A
Climb				X	12 pounds or less			X	
Crawl				X	13 to 25 pounds				X
Squat or Kneel				X	26 to 40 pounds				X
Bend				X	41 to 100 pounds				X
Other:					> than 100 pounds				X
Definitions									
C	Constantly	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)							
F	Frequently	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)							
O	Occasionally	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)							
N/A	Not Applicable	Activity is not applicable to this occupation							

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