



## Event and Operations Coordinator

### Job Description

**Reports to:** Senior Events Manager

**Position Summary:** This is a full-time position which provides operations support to the Development and Program departments. This position will assist with special events, design and manage merchandise, assist in website maintenance and graphic design. Specific job duties include:

#### **Job Responsibilities:**

- Support Operations team with event management including competitions and special events
- Manage Special Olympics Arizona merchandise ordering, inventory and sales at events
- Maintain regular communication with partner website company and Administrative staff in managing of Special Olympics Arizona website maintenance
- Assist with graphic design work for all programs
- Support Operations team with physical assets and mobility during competitions and special events
- Work with and maintain the Industrial Latex Printer/ Cutter Machine to provide vinyl applications
- Provide direct support to Operations staff by completing data entry and administrative duties including: scheduling, compiling meeting minutes, and preparation of necessary deliverables, reports, and paperwork
- Maintain regular communication with Area Directors and Operations to advise on best practices and support the growth of merchandise, resource development, and sustainability in their respective areas
- Assist with annual statewide awareness campaigns such as: Tip A Cop, the "Respect (R-Word) Campaign", License Plate and Tax Credit promotions.
- Support fundraising events in partnership with the Law Enforcement Torch Run
- Oversee and manage all aspects of SOAZ's Operations initiatives, including: Fundraising Event promotion, Development Documents, Merchandise, and State Competitions
- Assist with compiling and maintaining budgets for merchandise, website maintenance, and other marketing initiatives as needed for the purpose of monthly reporting, record keeping, and fulfillment
- Work with programming and operations staff to support outreach (e.g. conferences, meetings, presentations, events, etc.) through preparation, promotion, and day-of assistance
- Research opportunities, develop partnerships, and maintain relationships to enhance programming through resources, funding, and/or in-kind support
- Contribute to SOAZ publications monthly by compiling content to be distributed through SOAZ social media channels
- Adheres to SOI/SONA Risk Management policies/practices at all levels to protect SOAZ and prevent loss



Qualifications/Required Skills:

**Passion for Special Olympics Arizona**

**Screening:** Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)

**Education:** Bachelor's degree in marketing, communications, public relations, recreation/sports management, nonprofit, or other related field.

**Experience:** Experience with sports management, special events, graphic design, website administration, Industrial Latex Printer/Cutter Machine operation.

**Knowledge:** Special Olympics Arizona, Microsoft Office, Adobe Suite, website support.

**Skills:** Strong organizational ability to manage multiple projects and efficient time management skills. Must be proficient in the English language and have effective verbal and written communication skills as well as customer service skills.

**Physical Demands**

**Include:** Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 50 lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.

**Transportation:** Must have own reliable transportation, a valid AZ driver's license, and good driving history.

**Work Schedule:** This position's work schedule will be determined by the demands of the position and is limited to a 40 hour work week including evenings, weekends, and some in-state travel.

**MISSION**

*The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

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Operations Coordinator Signature

Date

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Senior Events Manager Signature

Date

All interested applicants should submit a cover letter and resume and/or direct any questions you may have regarding this position to:

**Shelby Evenson**  
**Senior Events Manager**  
**Office: 602.230.0081**  
**Shelby@SpecialOlympicsArizona.org**