



About the Organization:

Seaver Marketing Group is a Sports Marketing firm based in San Diego, California. We plan and execute a number of sports industry meet-ups and smaller conferences throughout the year, culminating in the major National Sports Forum conference every February with over 1,000 attendees annually. Heading into its twenty-sixth year, the National Sports Forum (www.sports-forum.com) is the largest multi-sport, inter-league gathering of sports team marketing, sales, sponsorship and fan entertainment executives in North America. The conference and trade show features presentations and networking opportunities for top executives from all major sports teams, leagues, and organizations, including MLB, NFL, NBA, NHL, MLS, NASCAR, and collegiate athletics.

Specific Coordinator Responsibilities:

- **Planning** –The Coordinator will be responsible for assisting the Director of Operations in all pre-planning and detail coordination for the NSF Meet Up series, National Sports Forum, and the NSF Summit Series.
- **Event Logistics** – They will assist in coordinating all logistics for a successful event including catering menus, transportation, meeting space layouts, attendee registrations, signage, etc.
- **Event Execution** –The Coordinator will not only assist in pre-planning the event but will also join the Director on-site to carry out the entire conference from set-up to break-down.
- **Communication** –The Coordinator will be responsible for communicating with Attendees, Steering Committee members, Hotel & Venue contacts, and Conference Speakers to ensure all questions are answered in a professional and timely manner.
- **Travel Coordination** – Book travel accommodations for any NSF staff member traveling outside of the office on business, as well as, book all speaker's accommodations for the conference.
- **Future Host Cities** – The coordinator will assist in the creation of Future Host City documents, as well as continue to research and pursue future NSF Host Locations.
- **Collaboration in the Office** – The coordinator will be working closely with the Marketing & Sales Departments, as well as the Director of Operations, to share ideas and collaborate on best practices to achieve the overall goal of driving attendees to the National Sports Forum.

Education:

- Minimum of a Bachelor's Degree
- Previous Event Experience required

Knowledge and Skills Requirements:

- Ability to manage time effectively, while balancing and prioritizing multiple or competing tasks.
- Detail oriented and great time management
- Excellent communication and public relations skills
- Shows confidence and able to be a leader
- Extraordinary attitude and work ethic
- Passion for the sports industry
- Excellent computer skills, including Microsoft Office applications (Word, Excel, PowerPoint)

This position is open as early as October 2021. The starting salary for the Event and Operations Coordinator position is \$30,000 with the opportunity for benefits.

If you are interested, please respond via email with a resume AND cover letter that expresses your interest in the position and outlines your schedule of availability.

To apply, please contact: Melissa Salaya | Email: melissa@sports-forum.com