



Event Coordinator Job Description

Job Description: Paid Salary

Estimated Hours: Full-time

We are looking for that person that has a great attitude, doesn't mind rolling up their sleeves and has a passion for community. We are a small team that works like a family. We support each other's dreams as well as helping our participants' dreams come true. We produce top level running events in the North Texas area.

Run Project Brand is our in-house owned series of events. www.runproject.org

General Description

Assist in operations and community outreach for Racing Systems, Inc./Run Project owned events and other client contracted events in a safe, efficient and profitable manner.

Work directly with the client's point person/event director, creating clear communication so customers can have unforgettable race experiences. Attend weekly planning meetings. Manage projects and timelines with skill and precision.

Job Requirements

- Must be organized and have project management skills
- Document/record all event details, maintain complete race file with all pertinent records
- Maintain event budget and ensure race related accounting records are properly maintained
- Work directly with the Operations Event Team
- Work as community outreach for packet pickup and social runs and activities
- Work race day events
- Provide required event information to web-builders and marketing personnel.
- Excellent grammatical and writing skills
- Be familiar with the Dallas/FW market.
- Attend weekly Racing Systems and Run Project meetings
- Represent the company at off-site events as an ambassador if needed.
- Ability to work early hours on the weekend.
- Assist with other duties or tasks as requested



Work Description Requirements

- Event experience preferred
 - Excellent Computer skills – Excel, Word, PowerPoint, Google Drive, Asana
 - Valid Texas drivers license and current insurance
 - Must be available to work [all race dates](#)
 - Some physical labor required. Must be able to lift ~30 lbs
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- Estimated hours 40 hours a week
 - Start date: As soon as possible

Education Requirements

College degree preferred

Preferred Skills

- Effective Time Management
- Strong sense of customer service
- Good organizational skills and attention to detail
- Effective Communication skills
- Strong people skills
- Strong operational discipline
- Effective in a teamwork setting
- Good at multitasking
- Strong ability to prioritize tasks based on importance and deadlines

Industry

· Events Services

To apply, email resume to race.director@wetimeraces.com.