



## **CORRIGAN SPORTS ENTERPRISES**

Position Opening: **Assistant Race Director, Event Coordinator – Endurance Events**

### About Corrigan Sports Enterprises:

Corrigan Sports Enterprises (CSE) was established in 1991 with the goal of creating, managing and implementing sports and event marketing opportunities for the corporate community. Since, CSE has evolved into a full service sports marketing firm specializing in Endurance events, major Lacrosse and Field Hockey tournaments and everything in between. CSE's mission is from "Conception to Fruition".

### Job Description:

Asst Race Director Event Coordinator will be a key member in managing CSE's Endurance event properties and will be responsible for overseeing the participant registration experience for all CSE endurance events, providing exceptional customer service to event participants, managing Charity Group participation, pursuing Corporate Wellness customers. In addition, the position will also assist with various operational tasks that are imperative to successfully executing an endurance event.

### Responsibilities include:

- Manage event registration process pre-event and on-event, deliver the great customer service
- Work with registration provider to develop event sites, registrations systems, maintain sites and update regularly.
- Oversee registration setup and staff and volunteers at each event site.
- Attend expos and conferences to market and promote CSE Endurance events.
- Assist in managing the "Run for a Cause" charity program for each event.
- Develop Grassroots Marketing strategies to promote CSE events and grow participation base. Corporate Wellness
- Asst Volunteer Coordinator to secure volunteers for events.
- Assist Race Director with operational tasks such as securing vendors, creating events maps, schedules and site plans, permitting and course planning.
- Work all CSE Endurance events which will include various weekends throughout the year and some travel.

### Requirements:

- Bachelor's Degree
- 1-2 years of experience in sports marketing or event management, preferably in Endurance events such as running, cycling or triathlon.
- Working knowledge of registration databases (i.e. Active, RacePartner, RaceIt, IMATHLETE, EventBrite, etc)
- Ability to work within a team environment.
- Self-starter. MUST be able to take initiative.
- Interest in working in Endurance sports.
- Must be able to work all events assigned.

Physical Requirements:

This position is in an office setting but at times will require physical labor. During events, you must be able to work outside, in some cases during inclement weather, for extended hours at a time. You should also be comfortable lifting at least 30lbs and physically be able to assist in packing, loading, moving and unloading trucks containing event equipment.

How to Apply:

To apply, please submit a copy of your resume with a cover letter to Lee Corrigan at [lee@corrigansports.com](mailto:lee@corrigansports.com).

Should you fit our need for this position you will be contacted regarding further information on the process.