***Position:         Special Events Coordinator***

***Reports to:    Director of Special Events and Youth Baseball***

***Job Type:        Full Time***

***Salary:            $36,000.00 + full benefits after 90 days***

***Start Date:    April 13, 2020***

***Summary:***Headquartered in Colorado Springs, Colo., the Major League Baseball Players Alumni Association (MLBPAA) is a non-profit, 501 (c)(3) organization founded in 1982 with the mission of promoting the game of baseball, raising money for local charities and serving the unique needs of former players.

The Special Events Coordinator is responsible for the production, facilitation and execution of Legends for Youth clinics, coaches clinics and special events run by Major League Baseball Players Alumni Association.

**Essential Duties and Responsibilities:**

* Planning and execution of new and established events
* Management of event logistics, including, but not limited to: scheduling, budgets, guest lists, venue, travel, lodging and set up/break down
* Serve as liaison between former players, current players and outside partners (charities, organizations, foundations and other groups)
* Collaborate with third party organizations for successful execution of events from conception to completion
* Generate new events and network while on the road and in office
* Maintain and build relationships with team contacts, sponsors and third party organizations
* Increase revenue and participation for youth clinics and Events Department
* Work collaboratively with the Membership, Memorabilia, Marketing and Communication departments

**Qualifications and Preferred Skills:**

* Bachelor's degree in a related field, or equivalent experience
* One to two years’ experience in events, marketing and/or communications is preferred -         Willing to travel extensively, up to 50% time
* Ability to maintain composure, think clearly and perform well under pressure in a fast-paced environment
* Proficiency in Microsoft Office programs
* Willing to work a flexible schedule including nights and weekends
* Comfortable speaking in front of large crowds
* Ability to present information concisely and effectively, both verbally and in writing
* Ability to organize, prioritize and multi-task on a variety of different projects
* Ability to work independently with little supervision
* Ability to lift up to 50 lbs.
* Excellent interpersonal skills
* Energetic and self-motivated

*Please submit****cover letter****and****resume****to TeamWork Online no later than****March 13, 2020****.*

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.