



## **JOB DESCRIPTION**

### **JVA Event Coordinator**

The JVA Event Coordinator is a full time position to work out of the JVA office in Milwaukee, WI. The main responsibility of the Tournament Event will be to assist the Director of Events in the management of the JVA Tournament Series. The Event Coordinator will report directly to the JVA Director of Events.

It is expected that all JVA hosted tournaments as well as the JVA Challenge Series and President Day Series will be known to provide the best experience possible to all participants. This goal must be the primary consideration in all aspects of planning and execution.

Responsibilities related to Event Management will include but not be limited to:

- Assist in the oversight of the JVA Tournament Series
- Assist in the management of JVA hosted tournaments (planning and execution) under the direction of the JVA Tournament Director.
- Serve as the main point of contact for Club Directors, Coaches and Parents related to tournament communications
- Provide the highest level of customer service possible
- Follow-up with JVA Challenge and President Day Series Tournament Directors to insure event quality, compliance with event criteria and facilitate distribution of marketing materials.
- Work with the Director of Events and JVA marketing staff to promote JVA with tournament reports, stories, pictures, etc.
- Provide information for newsletter related to JVA Tournaments
- Other duties as assigned by Tournament Director and Executive Director

Qualifications:

- Some experience in volleyball tournament management
- Excellent communication skills
- Computer proficiency (basic IT skills is a plus)
- Must be pro-active on a daily basis; self-starter & creative thinker and problem solver
- Ability to work with all types of individuals in a professional manner
- Ability to work logistically with JVA events
- Ability to respond quickly to requests & deadlines

**SALARY:** The position is an entry-level position, full-time and salaried. Salary will be commensurate with abilities and experience. Hours worked may often include weekends and evenings. Out of office travel will be necessary.

**BENEFITS:** Vacation, health insurance reimbursement after 90 days, retirement benefit after one year.

Submit resume, salary requirements and references to:  
Jenny Hahn, JVA Executive Director

[Jenny.hahn@jvavolleyball.org](mailto:Jenny.hahn@jvavolleyball.org)

JVA

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