

**IOWA GAMES
ASSISTANT SPORTS DIRECTOR**

RESPONSIBILITIES

SPORTS

- Oversee Winter Iowa Games
- Lead for Winter and Summer Iowa Games soccer
- Coordinate Net Fest events
- Communicate with assigned sport commissioners
- Develop schedules for select sports
- Oversee the handling of Iowa Games entries including data processing, waiver and filing
- Assist in securing officials for select sports
- Recognize and pursue new sport and event opportunities

OPERATIONS

- Oversee internship program
- Assist in coordination and organization of event sports equipment and supplies
- Update website content and online registration for assigned programs and events
- Coordinate hotel rooms for Iowa Games events
- Assist with development and implementation of marketing plans
- Assist with event day operations
- Coordinate collection, data entry and posting of results following events
- Oversee the distribution, collection and data analysis of sports surveys
- Oversee Iowa Games awards promotions and selection process

OTHER

- Assist with other Iowa Games and Iowa Senior Games events
- Additional responsibilities assigned by the COO and/or Iowa Games Director
- Promote Iowa Sports Foundation events throughout the year
- Assist other ISF teams wherever possible

QUALIFICATIONS

Qualified candidates must possess:

- Bachelor's degree
- Project management skills
- Outstanding written and verbal communication skills
- Ability to work in a team environment
- Demonstrated integrity within a professional environment
- Ability to prioritize and multi-task
- High attention to detail and strong organizational skills
- Self-motivation and be a proactive worker
- Willingness to work occasional evenings and event weekends

BENEFITS

- Salary commensurate with experience
- Comprehensive medical coverage
- Retirement plan
- Health club membership
- Paid time off

HOW TO APPLY

Email cover letter, resume, and contact information for 3 references to Matt Beatty, Chief Operating Officer
matt.beatty@iowasportsfoundation.org Questions: 888.777.8881 x 122

DEADLINE

Friday, October 11, 2019