

**Company:** Sioux Falls Sports Authority

**Title:** Project Support



**Job Type:** part-time (approximately 20 hours per week)

**Responsibilities:**

Project Support is a year-round position with a preferred start date of January 25, 2019. Project Support will assist in the planning, logistics, execution, volunteer recruitment/training and quality control of SFSA-hosted events. This position will create and execute detailed work plans and timelines, as well as marketing and promotional plans with emphasis on community engagement. Other duties to be performed as needed based on event requirements.

**Requirements:**

- Bachelor's degree preferred; or working towards completion
- Works well independently with sound judgment and strong initiative
- Organized, attentive to detail, and able to prioritize well
- Ability to thrive in fast paced environment and juggle multiple projects at once
- Customer service and diplomacy skills
- Ability to adapt to changing dynamics
- Excellent oral/written communication and computer skills (specifically word/excel)
- Establish and maintain effective working relationships with contractors, volunteers, and event participants
- Work a flexible schedule including early mornings, some weekends, and holidays
- Must have ability to lift and/or carry up to 25 lbs.

**ABOUT THE SIOUX FALLS SPORTS AUTHORITY**

The Sioux Falls Sports Authority was formed in 2006 by community leaders to recruit major sporting events to the Sioux Falls area. The organization has hosted the Summit League Basketball Championships since 2009, the Sioux Falls Marathon since 2010 and multiple NCAA & NAIA championships. For more information, visit [www.sfsportsauthority.org](http://www.sfsportsauthority.org).

Application Deadline: January 3, 2019

Desired Start Date: January 25, 2019

Salary: \$15 / hour

How to apply: Send cover letter and resume to [tle@siouxfalls.com](mailto:tle@siouxfalls.com)