

## Sports Development Assistant

VisitPITTSBURGH is recruiting for a temporary Sports Development Assistant.

- ✓ This is a temporary position, limited to less than 1,000 hours.
- ✓ Pay rate is \$12.00/hour, no benefits provided. Transportation to and from work is unpaid.
- ✓ Position is effective January 2018 through December 2018. Start and end dates are flexible.
- ✓ Candidate must be available to work 35 hours per week (Monday – Friday, 9:00 AM – 5:00 PM) during the effective dates and available to work extra hours as needed.
- ✓ Recent college grad or graduate student is strongly preferred.
- ✓ Dress code is business casual.

### Description

VisitPITTSBURGH is the official tourism promotion agency for Allegheny County. The 501(c)(6) non-profit, membership organization is dedicated to generating convention, trade show and leisure travel business for the Pittsburgh region. This position assists SportsPITTSBURGH, the sports development division of VisitPITTSBURGH and reports to the Sports Marketing Manager. This position provides experience with event marketing, management and sales.

### Responsibilities

#### Event Marketing & Management

- Monitor and implement social media plan for SportsPITTSBURGH
- Execute marketing and activation plans for a variety of events including but not limited to:
  - NCAA DI Men's Basketball Championship 1<sup>st</sup>/2<sup>nd</sup> Rounds
  - USATF Half Marathon Championships
  - NCAA DII Fall Festival
- Activate SportsPITTSBURGH branding through advertising and marketing efforts
- Update website content including calendar of events and facility database
- Provide on-site assistance, as needed, at hosted events
- Manage event specific projects, as assigned
- Other duties as assigned

#### Event Sales

- Evaluate event requests for proposal (RFP)
- Assist with bid proposals
- Conduct industry specific research, as needed
- Assist with client event planning and follow-up

### Requirements

- Ability to drive vehicle to off-site venues
- Ability to develop and activate creative social media campaigns
- Experience with social media advertising and aggregators preferred
- Proficiency in MS Office Suite and Adobe software
- Advanced communication and writing skills
- Detail oriented, organized, a self-starter and able to adhere to deadlines
- Ability to work proactively and independently to accomplish assigned goals
- Ability to work on multiple tasks within a rapid-paced work environment

To apply, send a cover letter and resume to [miranda.peto@visitpittsburgh.com](mailto:miranda.peto@visitpittsburgh.com) by **Friday, November 3**. No calls please.

VisitPITTSBURGH is an Equal Opportunity Employer  
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