



## Competitions & Events Coordinator (Full-Time, Salaried)

### About Great Lakes Adaptive Sports Association

Great Lakes Adaptive Sports Association (GLASA) strives to “Let No One Sit on the Sidelines” with a mission to promote and support the development and well-being of youth, adults and Veterans with a physical or visual disability through 20+ inclusive adaptive and Paralympic sports. GLASA offers opportunities for empowerment for our 1,000 athletes through education, leadership and training. To learn more about Great Lakes Adaptive Sports Association, please visit [GLASA.org](http://GLASA.org).

### The Opportunity

GLASA is seeking a qualified Competitions & Events Coordinator to ensure the planning and execution of the full scope of tournaments, games and engagements related to the organization’s adaptive sports programs.

#### Key responsibilities include:

- Plan, coordinate, implement and evaluate all GLASA competitions and events. This includes, but is not limited to obtaining facilities, logistics including equipment and supplies, marketing, athlete recruitment, hospitality including hotels and meals, on-site concessions, awards, overseeing officials, sports classification, athlete gifts including apparel, transportation, determination of volunteer support required and additional needs as identified.
- Work with GLASA staff, interns and volunteers to implement events and competitions such as:
  - GLASA Great Lakes Games: serve as point person for the four-day, multi-sport annual competition for athletes of all ages including injured military with a physical or visual disability
  - Adaptive sports-specific tournaments, clinics and training camps throughout the year
  - Engagement events including the holiday party and Young Professionals Board gatherings for athletes, families, coaches, Board and donors.
- Recruit and manage volunteer host committees for the GLASA Great Lakes Games, major tournaments and competitions.
- In partnership with Development Director, identify, maintain and facilitate partnerships to support competitions and events.
- Oversee high-level planning, logistics and transportation of all equipment and supplies. Partner with GLASA team to maintain inventory for ongoing access to equipment and supplies.
- Create and send surveys to all involved parties to assess results, address areas for improvement and recommend changes year-over-year.
- Compile and track data for events in a timely manner, including demographics, quotes, testimonials and other key pieces of information to be used in outreach, marketing, grant and sponsorship reports.
- Monitor and update budgets for events and competitions. Partner with Development and Grants Directors to optimize in-kind support to underwrite key budget categories.
- Work with Marketing Manager to develop and implement the marketing and promotion plan to build recruitment, attendance, volunteer support and community recognition.
- Recruit, supervise and evaluate interns dedicated to events and competitions.
- Assist with logistics support for major GLASA events including the GLASA Gala, Marathon program and Young Professionals Board and sports-specific engagements.

## Qualifications

- Bachelor's degree from an accredited college or university in Hospitality, Communications, Event Planning, Management, Public Relations, Marketing, Parks & Recreation or Sports Management. Those with a degree in a related discipline are also encouraged to apply.
- Ability to work independently and remotely in conjunction with mutually agreed upon office hours.
- Experience in implementing large sporting events and/or events required.
- Experience in event management in a nonprofit setting preferred.
- Strong personal passion to support adaptive sports events on a local, regional and national level.
- Availability on evenings and weekends.
- Ability to lift 25+ pounds for event logistics and equipment needs.

**Benefits:** Health insurance, retirement program and PTO. Salary commensurate with experience and education.

*GLASA is an Equal Opportunity Employer. Personnel is selected on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.*

To apply for this position, please send resume and cover letter to [info@glasa.org](mailto:info@glasa.org). No phone calls or recruiters please.