



Program Coordinator

Status: Part-time 1099 Contract Employee
Compensation: \$17,000
Reports to: Board of Directors

The NC Sports Association (NCSA) is a non-profit corporation whose purpose is to grow, promote and enhance the general welfare of the sports industry in NC. NCSA brings together sports and hospitality industry representatives, who devote time, energy and resources to the development of sports tourism and related industries for the state of NC. NCSA's primary goal is the growth and enhancement of the sports economy of the state of NC and its local communities.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Responsibilities include, but are not limited to:

- Conduct routine NCSA day-to-day business operations, including responding to general inquiries and communicating with the NCSA membership.
- Create and maintain an accurate database of NCSA board, membership, committees and other key contacts.
- Assist Visit NC's Partner & Trade Relations Specialist position in collecting member information, event listing and content for quarterly E-Scoreboard newsletter.
- Expand and enhance NCSA social media presence, manage pages/accounts and compile content.
- Manage NCSA website and content.
- Provide administrative assistance to the Board and Committee Chairs
- Attend and plan all meetings of the board, executive committee and quarterly membership meetings.
- Maintain association minutes and records for all meetings and conference calls.
- Secure meeting space for all meetings and coordinate meeting space with host/facility, coordinate AV, food, drinks, etc. if needed
- Prepare and distribute all meeting material in advance of meetings.
- Coordinate and attend NCSA tradeshow events (Connect, TEAMS, 365 Conference & NCRPA Conference) and associated client events.
 - Travel expenses reimbursed upon approval
- Coordinate attendee listing, registration, equipment, supplies, shipping, group member meetings, giveaways, booth needs, etc. for tradeshow and client events.
- Compile appointment notes and disseminate all lead materials to membership
- Compile annual report
- Work with marketing committee on advertising placement and creating ad graphics in magazines and other outlets as needed
- Grow membership by 5%
- Other duties as assigned

Required Skills:

- Equivalent to a bachelor degree in Sports Marketing, Business/Marketing, Hospitality/Tourism or related field plus one (1) year of industry related experience.
- Ability to travel & work some weekends.
- Demonstrated business writing, verbal communication, and customer service skills.
- Advanced knowledge of Microsoft Office, Social Media outlets, Adobe Acrobat and Constant Contact preferred.
- Reside in NC.

Submit your cover letter, and resume to:

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