

PAT TILLMAN FOUNDATION

PAT'S RUN EVENT COORDINATOR

About Our Mission

In 2002, Pat Tillman proudly put his NFL career with the Arizona Cardinals on hold to serve his country. Family and friends established the Pat Tillman Foundation following Pat's death in April 2004 while serving with the 75th Ranger Regiment in Afghanistan. Created to honor Pat's legacy of leadership and service, the Pat Tillman Foundation is building the leading fellowship program for military veterans and spouses.

Founded in 2008, the TS Program supports active-duty service members, veterans and their spouses with academic scholarships, a national network and professional development opportunities, so they are empowered to make an impact. The scholarship covers direct study-related expenses, including tuition and fees, books and living expenses, for scholars who are pursuing undergraduate, graduate or professional degrees as a full-time student at a public or private, U.S.-based accredited institution. The scholarship is not a gift; it's an investment in excellence and potential. Each year, PTF selects approximately 60 Tillman Scholars with high potential for impact as demonstrated through a proven track record, the pursuit of education and commitment of their resources to service beyond themselves. To date, the Pat Tillman Foundation has invested over \$15 million in academic support and named over 500 Tillman Scholars at over 100 academic institutions nationwide. For more information about the impact of the Tillman Scholars, visit www.PatTillmanFoundation.org.

About the Position

JOB TITLE	DEPT/FUNCTION	LOCATION	REPORTS TO NAME/TITLE
Pat's Run Event Coordinator	Pat's Run	Tempe, AZ	Zeke Warzeka, Pat's Run Event Manager
FLSA STATUS	SALARY GRADE	DATE PREPARED	PREPARED BY
		10 Nov 17	Sabrina Perales, Director of Operations

The Event Coordinator serves as a key team member and an active participant in supporting the Pat Tillman Foundation Team in a cross functional role to ensure Pat's Run is planned timely with detail. In partnership with the Event Director and Event Coordinator, this key individual will support in planning all key tactical activities of Pat's Run. This position is a contract position (January-May).

Responsibilities

- Manage all customer service related to event participants including phone and email inquiries.
- Help with monitoring event participant information and provide support for analysis and race management.

PAT TILLMAN FOUNDATION

- Manage community relations and notifications for all affected businesses and residents of Pat's Run.
- Track all expenses and manage budget throughout the year.
- Handle all financial transactions associated with Pat's Run and report numbers to team on a weekly basis.
- Manage Registration and Packet Pick Up tent during Race week.
- Create and implement pre and post-race checklists in conjunction with PTF staff and Race Place Events.
- Work collaboratively within the team to bring efficiency and creativity for event planning and execution.
- Ability to participate in all event activities and working long and variable hours during the month of March and April.
- Post event activities including working with team to identify both positive aspects and improvement process development.

Qualifications:

- BA / BS four year degree preferred
- Google Business and Data Platform experience
- Microsoft Office skills
- Ability to organize, analyze Information, and problem solve.
- Ability to work effectively as part of a small, proactive and fast-paced team
- Ability to prioritize tasks daily
- Customer service and telephone skills for daily correspondence with event participants and partners.
- Occasionally lift items greater than 25 lbs.
- Willing to work weekends if needed
- Previous office experience is a plus
- Humble and good-natured with a sense of humor!

Desired Skills & Competencies

- Excellent communication skills, both written and oral
- Strong organizational skills
- Adaptable habits to work in a team environment and/or independently
- Organizational and time management skills with attention to detail
- High energy and passion for the PTF mission is essential
- A professional style and the ability to take initiative
- Honest, respectful and a drive for results with integrity

Work Environment & Physical Requirements

- Flexible schedule required to meet the needs of the Pat Tillman Foundation
- Moderate level of extended days required throughout the duration of this contract. High frequency of extended days and work on weekends may be required during critical points planning events including Pat's Run in Tempe, Arizona.
- Significant computer work, which may require repetitive motion, prolonged periods of sitting and sustained visual and mental applications and demands
- Occasional lifting (> 25 lbs), bending, pulling, collating/filing, and occasional lifting, carrying, and/or moving boxes, files, etc., some of which could be heavy or require the use of carts

To apply, please submit your resume and cover letter with the following information to jobs@pattillmanfoundation.org:

- Include job title in the email subject field
- A brief summary of relevant work experience
- Why you are interested in this position
- Tell us a few fun facts about you

The Pat Tillman Foundation is an Equal Opportunity Employer. This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties or responsibilities associated with the positions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.