BASC Marketing & Special Events Coordinator

Under the direct supervision of the General Manager, the marketing and special events coordinator is responsible for the support, planning and execution of all tournaments, advertising, marketing, communication and special events for Broken Arrow Soccer Club. A key requirement is to ensure that the areas it oversees provide our members with a best-in-class soccer experience aligned with the Club's mission and values. A full detailed list of duties will be given if granted an interview.

Responsibilities include but are not limited to:

- Club Tournaments
  - Under the direction of the BASC Tournament Director, this position will be responsible for the sanctioning, registration, advertising, marketing, operation and communication for all club sponsored tournaments.
- Marketing
  - Creation of and distribution of club related marketing materials in both print and digital formats to internal and external recipients.
- Sponsorships
  - Research, identify and creatively procure sponsorships, through the mutual development of documents, flyers, coupons and/or special events on behalf of BASC from key partners, including but not limited to direct donations to the club in exchange for featured placement on BASC owned physical and online properties.
- Grants
  - Research and procure grants on behalf of BASC.
- Communication
  - Design, distribute and analyze club related communication to its members or potential members which is distributed via email, website, social media, direct mail or flyers.
- Event Planning
  - In coordination with General Manager, set up and/or create events which BASC will participate in such as Rooster Days parade, Soccer Fun Days, Night out against crime, Fun & Games on Main and other events.

Applications accepted through Friday, June 17, 2016; interviews to begin immediately.