





### Special Events

- Assist with coordinating and executing on-site tournament initiatives including the Charity Ball Drop, Fan Experience Area and Women’s Day
- Develop the Charity Ball Drop volunteer orientation guide and manage volunteer schedules
- Develop and execute new on-site activations
- Assist with coordinating all relevant logistics related to events including tracking event registration, pre-event promotions, audio visual, event communication and event checklists
- Work collaboratively with the team on event day to coordinate logistics
- Assist with the set-up and teardown of events

### Requirements

- Must be a current university student that is returning to school in Fall 2017 (Business and Sport Management studies are an asset)
- Knowledge and interest in sports, event planning and the non-profit sector are an asset
- Proficient in Microsoft Office Suite with good general computer literacy (past office experience is an asset)
- Excellent attention to detail and organizational skills
- Able to multi-task competing priorities while remaining flexible and calm under pressure
- Independent team player who is willing to jump in and support the entire team
- Strong verbal and written communication skills
- Willingness to work nights, weekends, and holidays as required
- Must be available all days from August 25 – September 4

**NOTE:** The requirements of this position can be physically demanding and will necessitate hours of work that are varied, irregular, and deemed necessary to meet the objectives of your employment.

**SALARY:** \$12.20 / hour + overtime

**HOURS:** Hours during May – June are expected to be 35 hours / week  
Hours to increase in July through end of tournament – Anticipate 40+ hours / week  
\* From August 21 – September 3 please anticipate 70 – 80 hours/week

**DEADLINE:** Friday March 3, 2016 by 11:59 PM MT

Please send a cover letter and resume by email to [info@shawcharityclassic.com](mailto:info@shawcharityclassic.com), and place in the subject line “Application – Community Investment Assistant”.