

## **TRRA Event and Outreach Coordinator Job Description**

**Purpose:** The Event and Outreach Coordinator provides support and assistance to TRRA's events and maintains the contacts with event volunteers, with an emphasis on its signature event, the Head of the Ohio.

### **Key job tasks:**

1. Responsible for all TRRA events including: developing the event budget and schedule, obtaining sponsors and advertisers, and managing the event detail including obtaining necessary permits.
2. Coordinate volunteers for all TRRA special events.
3. Maintain the relationship of the SRO (Student/Parent Rowing Organization) to coordinate efforts for Scholastic Sprints and their fund raising.
4. Coordinate the development efforts for Three Rivers Rowing Association events.
5. Maintain the media contacts and to be proactive with local media in an effort to bring coverage to Three Rivers Rowing Association activities and its events.
6. Manage the major events of TRRA, including but not limited to: Head of the Ohio, Dragon Boat Challenge and Pittsburgh Indoor Championship.
7. Maintain volunteer contacts and direct volunteers in specific tasks for TRRA.

### **Skills required:**

1. Ability to use word processing and computer based data systems
2. Written and verbal communication skills
3. Financial understanding in order to develop event budget and scheduling
4. Excellent organization, writing and interpersonal skills
5. Rowing/Paddling experience preferred
6. Knowledgeable in the development of web content
7. Experience in managing an event with \$100,000 plus budget

### **Job requirements:**

1. Ability to work flexible hours and some weekend days and nights.
2. Maintain Act 33/34 clearance.

### **Accountability:**

The Event and Outreach Coordinator reports directly to the Executive Director as supervisor, and works cooperatively with the President of the Board of Directors.

### **Performance Review**

The Event Coordinator will be reviewed annually (after the first year) by the ED in conjunction with the Personnel Committee of the Board.

### **Compensation and Benefits**

This is an hourly position. The position will be under the guidance and policies of the TRRA Personnel Manual. The employee will be hired initially under probation, with a review at 3 months and 6 months the first year. The position offers a salary based on experience.

## To Apply

Please send Rick Brown, TRRA Executive Director the following documents:

- Resume
- Cover Letter
- 3 References

You may email or mail these to [rickbrown@threeriversrowing.org](mailto:rickbrown@threeriversrowing.org) or 300 Waterfront Dr., Pittsburgh, PA 15222. A review of applications will begin immediately and applications will be accepted until the position has been filled.

## Estimated workload to manage and direct the events

### A. Pittsburgh Indoor Championship

**Time frame** – Planning in December to late January

#### Activities for the event

1. Obtain the venue and plan the logistics
2. Recruit participants and oversee 30-50 volunteers
3. Develop schedule, programs and budget
4. Present plan to Executive Director for approval
5. Manage the logistics for Ergs and event details
6. Organize and lead necessary planning meetings

#### Estimated time involvement

December 20 hours January 40 hours

### B. Scholastic Sprints

**Time frame** – Planning in April to mid May

#### Activities for the event

1. Obtain the venue (Lake Arthur) and plan the logistics
2. Participate with SRO to recruit participants and oversee volunteers
3. Assist SRO with schedule, programs and budget
4. Inform Executive Director of event plans
5. Manage the logistics to transport equipment to site

#### Estimated time involvement

February through March 20 hours

April through May 40 hours

### C. Dragon Boat Regatta

**Time frame** – Planning in May to early July

#### Activities for the event

1. Obtain the approval of the Three Rivers Regatta
2. Participate with Dragon Boaters to recruit participants
3. Responsible to oversee 30 volunteers for race management
4. Assist Regatta Representatives with schedule, programs and budget
5. Inform Executive Director of event plans
6. Manage the logistics to transport equipment to site

**Estimated time involvement**

May through June 20 hours

July 20 hours

**D. Head of Ohio**

**Time frame** – Planning in January to race event first Saturday of October

Follow-up after event October and November

**Activities for the event**

1. Obtain the venue, necessary permits and plan the logistics
2. Develop the event budget estimated at \$100,000
3. Identify potential sponsors and advertisers
4. Develop opportunities to raise money for TRRA charities
5. Maintain contact with media and promote the event with the public
6. Use the internet to recruit participants
7. Recruit, administer assignments and oversee 200 plus volunteers
8. Coordinate the charitable event, ERG challenges
9. Assist the race director with schedule, programs and budget
10. Inform Executive Director of event plans
11. Manage the logistics to transport equipment as needed
12. Responsible for the detail activities of the race week
13. Prepare thank you follow up to sponsors and advertisers
14. Plan and run the meetings with the Stewards Committee as needed
15. Run biweekly meetings of the HOTO Co-chairs and Executive Director

**Estimated time involvement**

February through March 40 hours

April through May 40 hours

June through August 80 hours

September 80 hours

October and November 60 hours

**Summary of hours**

|                                                     |                  |
|-----------------------------------------------------|------------------|
| A. Pittsburgh Indoor Championship                   | 60 hours         |
| B. Scholastic Sprints                               | 60 hours         |
| C. Dragon Boat Regatta                              | 40 hours         |
| D. Head of the Ohio (HOTO event proposal)           | 300 hours        |
| E. Grant identification and writing as needed       | 60 hours         |
| F. Preparing presentation materials as needed       | 80 hours         |
| <b>G. Event activities annually sub total</b>       | <b>600 hours</b> |
| H. Media contacts monthly                           | 5 hours (60)     |
| I. Directing volunteers for TRRA activities monthly | 5 hours (60)     |
| J. Coordinating development for TRRA monthly        | 5 hours (60)     |
| K. Administration and general monthly meetings      | 5 hours (60)     |
| L. Monthly administration for TRRA                  | 20 hours (240)   |

**Estimated total for fiscal 2010 1,080 hours**