



## JOB POSTING

- Position Title: Sports Operations Specialist
- Department: Convention Sales, Services & Sports
- Salary/Hours/Benefits: Base salary DOE, full-time with excellent benefits package including paid downtown parking and 401k program with match.
- Job Summary: Visit Albuquerque, a private not-for-profit corporation, seeks an individual to focus on three areas:
- Event Operations - Coordinate the planning, development, execution, and review of high-quality athletic events booked by the sports commission.
  - Research & Development - Responsible for maintaining existing best practices and assess and implement new standard operating procedures regarding event management and risk-management.
  - Marketing - Collaborate with marketing department on tactical project plans, including event promotions, public relations, signage, group welcomes, and marketing materials, and maintain sports commission section of Visit Albuquerque website.
- Qualifications: Education/Experience:
- Qualified candidates will have a Bachelor's in Business or a related field; and 1-2-years of related experience or equivalent combination of related education and experience. Skills in MS Office software and databases. Ability to learn industry database (Customer Relationship Mgmt. – CRM) software. Knowledge of the sports event planning and execution and the hospitality industry a plus. This position requires individual to use personal vehicle to complete some essential duties and responsibilities.
- Date Posted: December 9, 2019

**To apply for this position, e-mail, fax or mail resume & cover letter including salary history to:**

Human Resources  
Visit Albuquerque  
PO Box 26866  
Albuquerque, NM 87125-6866  
Fax: 505-848-1172  
E-mail: [jobs@visitabq.org](mailto:jobs@visitabq.org)  
[www.visitalbuquerque.org](http://www.visitalbuquerque.org)

**No phone calls please**

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