



## **ERVA Marketing & Development Coordinator**

### **General Description**

The ERVA Marketing & Development Coordinator is a full-time position responsible for the marketing and development of areas of potential growth within the Evergreen Region such as Boys Volleyball, Sitting Volleyball, Adult Volleyball, High Performance, etc. This position will also assist the Region Office with additional operational duties daily.

### **Areas of Responsibility**

- Development of areas which need growth in the Evergreen Region
- Ability to implement plans for growth
- Ability to organize and execute events to promote under developed areas
- Assist Region with overall marketing efforts including website management, monthly newsletter, event promotion, social media etc.
- Develop working relationships with entities currently offering volleyball (i.e., YMCA, Parks & Recreation, schools etc.), vendors, event managers, & facilities for ERVA hosted events.
- Grant writing to support funding of development areas
- Assist Region Office with operational office duties

### **Job Requirements**

- Bachelor's Degree with emphasis on sports administration and/or sports marketing preferred.
- Experience in developing and marketing events
- Familiarity with word processing, worksheet, and database software necessary to track marketing and development efforts
- Travel required throughout the Evergreen Region
- Provide development program reports and statistics to ERVA Board as requested
- Attend USAV meetings in May and October as requested
- Hours will vary depending on time of year, scheduled events, etc.

### **Compensation**

- Salary DOE
- Region will pay for travel expenses and accommodations incurred while attending required meetings and events.
- Benefits package included after 90 days