Community Relations and Sponsorship Sales Assistant

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Community Relations and Sponsorship Sales Assistant

Department of Athletics

Temporary full-time from August 1, 2019 to July 31, 2020
(30 hours/week)

Hiring #: 2019-0406

Please read the Application Instructions [1] before applying

Reporting to the Supervisor of Events, the Community Relations and Sponsorship Sales Assistant is part of the Marketing and Communication (MARCOM) unit that takes care of partnership sales and relationships, sport information, department communications, event management, branding, social media, marketing, promotion and all OUA and USport Live streaming obligations for the Department of Athletics programs and services.

The incumbent will have a triple focus of Community Relations, Sponsorship Sales & Servicing and Game Day Event Operations. The Community Relations focus will be on expanding and enhancing community relations with our Jr Gryphon Youth Sport Organization partners, District 10 High School partners, Believe to Achieve Program in the elementary schools and the broader City of Guelph community fans. This individual will lead communications and engagement with our community partners and events, such as Friday Night Lights, District 10 Championships for Volleyball and Basketball and group ticket sales. The incumbent will be responsible for Sponsorship Sales & Servicing with a focus on community sponsorship sales, partnerships and servicing. Along with the above, the successful applicant will be relied on to assist the Event Supervisor with Varsity and District 10 game day operations, train and manage student staff and assist with concession management for hockey, basketball and volleyball events.

The successful incumbent will demonstrate strong attention to detail and professionalism while working directly with community partners, sponsors, elementary and high schools, fans, alumni and the general community fan base. The incumbent will have a direct impact on the overall perception of the department and the institution as a whole. Effective communication with a variety of user groups, governing bodies and internal units building strong relationships and helping promote the department and the Gryphon brand requires fulfillment of obligations within tight timelines and stringent guidelines.

Requirements of the position include: Minimum of two year community college in sport management or a related field and some experience as it relates to sponsorship sales, event operations and community relations for sporting events; or an equivalent combination of education and experience. This position will require varying hours including some evening and weekend obligations.

Additional requirements include: Prior experience with coordination of staff; being part of a creative team and exceptional time management skills; well developed verbal and written communication skills; conflict management, commitment to on-going professional development; relationship management and interpersonal skills; proven problem solving and decision making abilities in a fast paced environment; team work and partnering; excellent customer service skills; and knowledge regarding IT demands within an athletic and sport environments.

Classification               USW, Local 4120 Salary Band 5
Normal Hiring Range  $25.16 - $28.11 per hour
At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 07 22
Closing Date: 2019 07 29

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/community-relations-and-sponsorship-sales-assistant

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply