



JOB ANNOUNCEMENT EVENT COORDINATOR

Applied Materials "Silicon Valley Turkey Trot"
TiVo "Santa Run Silicon Valley"

OVERVIEW

The Silicon Valley Leadership Group Foundation is currently seeking an enthusiastically, qualified candidate for an Event Coordinator position which is a lead role amongst a small staff to coordinate two large running races on Thanksgiving Day, November 28, 2013 and December 15, 2013, in downtown San Jose, CA, in an effort to raise hundreds of thousands of dollars for community non-profit organizations. This contract position is considered full time with a start date of June 3, 2013 through January 31, 2014. Position involves all details in preparation of events, including but not limited to:

- Advance Planning and Logistics
- Vendor Coordination and Management
- Event Site Management
- Volunteer Management and Supervision
- Stage Production Management
- Sponsorship Fulfillment
- Marketing Management

Minimum Qualifications:

- Excellent organizational skills and attention to detail.
- Minimum of 5 years experience in Sporting Event or Project Management.
- Exceptionally strong verbal and written communication skills.
- Ability to handle multiple tasks/projects while meeting deadlines with a high level of personal initiative and independence.
- Strong interpersonal skills to lead effective working relationships within various groups.
- Proficiency with Microsoft Excel, PowerPoint and Word. Graphic design knowledge a plus.

Payment: Negotiable range of \$45,000 - \$50,000 based on experience

Application Process: Please submit a resume and cover letter to Tricia Fornesi via e-mail at turkeytrot@svlg.org. Application deadline is May 10.

Event Information: Please visit the event websites at svturkeytrot.com and santarunsv.com. Questions can be sent to turkeytrot@svlg.org.