

Job Title: Logistics and Operations Manager
Organization: Sacramento Running Association

Position Overview

The Sacramento Running Association is currently seeking an enthusiastic candidate to fill an open Logistics and Operations Manager position. The Logistics and Operations Manager will serve as the Start Area Director for the California International Marathon, the Start/Finish Technical Director for all other SRA races (Super Sunday Run, SACTOWN10, and Gold Rush 50k), and the SRA Warehouse and Inventory Manager. This position will report to the Director of Race Operations, and must be comfortable working with and managing a diverse group including staff, vendors, contractors, hourly labor, and volunteers. This position is part-time year-round, with the heaviest workload occurring October through mid-December. This is a contract position without benefits, and salary will be based on experience and qualifications.

Core Responsibilities

California International Marathon Start Area Director:

- Obtain all necessary permits from the City of Folsom and other permitting bodies for the California International Marathon Start Area
- Conduct all necessary business, agency, and resident outreach campaigns relevant to the CIM Start Area and maintain good relations with CIM Start Area businesses
- Produce CIM Start Area operational documents including operations timelines, site maps, staffing plan, volunteer plan, and equipment load list
- Determine all CIM Start Area third-party needs (waste management, power, tents and tables, sound, fence, portalets, vehicles, etc) and liaise with and manage vendors as assigned
- Actively manage Start Line Area vendors, staff, and volunteers in CIM set-up, race day operations, and tear-down

Start/Finish Technical Director

- Produce operational documents including operations timelines, site maps, staffing plan, volunteer plan, and equipment load list for Start/Finish area at all non-CIM SRA events
- Determine all Start/Finish third-party needs (waste management, power, tents and tables, sound, fence, portalets, vehicles, etc) and liaise with and manage vendors as assigned
- Actively manage Start/Finish vendors, staff, and volunteers during event set-up, race day operations, and tear-down
- Assist in permitting and public notification process as needed

Warehouse and Inventory Manager

- Schedule and receive shipments to the SRA warehouse
- Collect operational area load lists and audit vs. on-hand inventory before all SRA events
- Actively manage hourly labor during pre-race vehicle loading and post-race unloading
- Maintain accurate inventory records and assure post-race recapture and maintenance of event equipment

Qualifications and Skills

- Operational and logistical experience in managing public events; experience in managing running events preferred but not essential
- Site planning and management experience, including installation of elements

- Ability to effectively communicate to a diverse array of personnel including event staff, volunteers, vendors and contractors, law enforcement, and emergency management personnel
- Experience working both collaboratively within and as the leader of a team
- Familiarity with special event permitting process; experience with City of Folsom, City of Sacramento, Placer and/or Sacramento County permitting process preferred but not essential
- Ability to work under pressure and within tight timelines
- Ability to work long hours and weekends surrounding all SRA events
- Ability to lift heavy weights (up to 50 pounds)

Application Process: Please submit a cover letter and resume to Eli Asch via email at eli@runsra.org.

Application Deadline: Friday, May 8.