

Job Title: Race Operations Manager- Logistics
Organization: Sacramento Running Association

Position Overview

The Sacramento Running Association is currently seeking an enthusiastic candidate with a passion for the endurance sports industry to fill an open Race Operations Manager- Logistics position. This position must be comfortable working with and managing a diverse group including staff, vendors, contractors, hourly labor, and volunteers. This is a full-time position with the heaviest workload occurring September through mid-December; in out-of-season, non-event weeks, this position has a high degree of flexibility. This position serves as a member of the Core SRA Team. Salary commensurate with qualifications and experience.

Core Responsibilities

- Serve as the Logistics Director for:
 - The California International Marathon (key dates: 11/27-12/5)
 - Capital Cross Challenge (9/29-10/1)
 - Run the Parkway (11/3-11/6)
 - Super Sunday Run (2/2-2/5)
 - SACTOWN Run (4/6-4/9)
 - Gold Country Half (dates TBD, expected 6/8-6/11)
- Assist in race planning process for all events, with primary responsibilities to include:
 - attending planning meetings
 - producing accurate equipment load lists for all operational areas
 - coordinating and serving as point of contact for vehicle rental vendor(s)
 - radio, credential, and vehicle pass plan and distribution
 - managing warehouse load-in and load-out
 - assisting with race site build-out and breakdown
- Other occasional race planning duties to include:
 - liaising with non-vehicle vendors
 - assisting with advance public notification process
 - producing or assisting in producing non-load list operational documents
 - other duties as assigned
- Serve as primary point of contact to coordinate and receive shipments to the SRA warehouse
- Maintain accurate records of SRA inventory and keep equipment in working order
- Manage and execute procurement process for all Race Operations Equipment needs
- Maintain records of all SRA Race Operations Signage inventory
- Manage and execute procurement process for all SRA Race Operations Signage needs
- Under supervision of Director of Race Operations, administer SRA Hourly Operations Staff and Labor program, including:
 - Developing annual staff “pool” application process
 - Recruiting for the staff “pool”
 - With Race Director, developing a staffing plan for each event
 - Recruiting and assigning from the staff “pool” for each individual event
 - Tracking staff certifications and qualifications (e.g. drivers’ licenses, forklift certifications, etc) and assuring all staff are appropriately qualified for assigned roles
 - Liaising with Business Operations to assure accurate and timely payment of contract SRA Operations Staff and Labor

- Manage and track SRA support of other community races, events, and organizations in the form of equipment loans and giveaways of perishables
- Assist with staff recruiting and management, logistics, inventory management, and operations for non-race SRA programs
- Other occasional duties as assigned

Qualifications and Skills

- Proficient in Microsoft Business Applications (Excel, Word, etc)
- Operational and logistical experience in managing public events, running events strongly preferred
- 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
- Forklift certification preferred, but not necessary
- Familiarity with basic generator maintenance preferred, but not necessary
- Ability to work under pressure and within tight timelines
- Ability to occasionally lift heavy weights (up to 50 pounds)
- Ability to work evenings, weekends, and long hours as needed, primarily surrounding SRA events

Please submit cover letter and resumé to Sacramento Running Association Director of Race Operations Eli Asch at eli@runsra.org by Friday, July 7.