



## JOB POSTING: OPERATIONS COORDINATOR

### **ABOUT THE CLUB**

Minnesota Aurora FC is a community owned women's soccer team based in the Twin Cities with more than 3000 community owners across 48 states and 8 countries. It will be playing in the pre-professional USL W League starting May 26, 2022, featuring the best amateur and aspiring pro players from Minnesota and across the globe. The club is operated by its 9 founding owners and an all female coaching staff, but is now hiring paid staff in preparation for its first season of play.

The Operations Coordinator for Minnesota Aurora FC is a part time position to help with the day to day operations of the soccer team for business and team operations. Candidates must be organized, detail oriented, and be comfortable with meeting deadlines. Required skills include Powerpoint, Microsoft Excel, email management and database management.

### **ROLES & RESPONSIBILITIES**

- Support finance/bookkeeper to ensure that vendors are paid on time
- Support Merchandise fulfillment, if needed
- Sponsorship coordinator: fulfilling day to day sponsor requirements
- Help build sponsor presentations
- Coordinate Vendor contracts (create and execute, freelancers, purchases)
- Document management
- Manage Community Ownership Database
- Coordinate posting, scheduling interviews, hiring paperwork
- Research for Vendor management/get bids/RFP
- Coordinate board meetings/packets
- Work with coaching staff to coordinate travel
- Manage logistics for street team to execute events
- Manage logistics for Mascot review candidates
- Researching housing options for out of state players
- Manage board committee work plans - support as needed

# MINNESOTA AURORA

## **PREFERRED QUALIFICATIONS**

- Experience working in sports
- Experience working in a collaborative work setting
- Skilled at multitasking and managing multiple projects
- Ability to communicate across multiple channels with multiple stakeholders

## **COMPENSATION**

This is a part-time employment position for \$20/hour considered to be roughly 20 hours a week. Position is work from home with a flexible schedule except for Minnesota Aurora game days.

Please note that the hours seasonally are subject to change, in partnership with the needs of the club, the candidate who gets hired, and Minnesota Aurora FC leadership.

## **TO APPLY**

Please email your resume and a letter of interest to [hello@mnaurora.com](mailto:hello@mnaurora.com) to apply.