Title: Events and Sponsor Activation Assistant

Reports to: Vice President of Events and Sponsor Activation

Summary: The Events and Sponsor Activation Assistant will be responsible for assisting the Metro Atlanta Host Committee (MAHC) plan, organize, and support activities and events which will enhance the Super Bowl LIII experience. This seasonal assistant position is available March 1, 2018, through February 28, 2019, with a typical workweek ranging between 24 to 40 hours at a pay rate of $12 per hour.

Essential Responsibilities

- Serve the MAHC team, National Football League (NFL) staff, and broader community with a positive and professional attitude while working to achieve all parties’ desired outcomes for a successful city-wide event of global importance.
- Provide direct support for the Events and Sponsor Activation team to ensure ancillary events organized by the Host Committee in association with Super Bowl LIII are executed in a first class fashion.
- Perform data management, tracking hospitality and sponsor fulfillment needs.
- Prepare post-event reports and presentations to record key insights on lessons learned to improve future events, activations and programming.
- Assist with the distribution of pertinent information to corporate partners and stakeholders through effective communications methods.
- Assist with other responsibilities as assigned.

Qualifications

- Related experience in sports, sponsor activation, or event coordination.
- Skills in general office administration, including document preparation and processing, records management, calendar management, and event planning.
- Enthusiastic dedication to customer service and the fan experience.
- Passion for sports and the city of Atlanta.
- Ability to work well with others, take ownership, and thrive in a team environment.
- Excellent interpersonal communication and presentation skills.
- Efficiency in prioritizing, multi-tasking, and organization.
- High attention to detail and accuracy.
- Familiarity with database management systems and basic data analysis.
- Trustworthy to handle sensitive information in a confidential and discrete manner.
- Ability to remain flexible and proactive as circumstances change.
- Availability outside of typical office hours, including occasional evenings, weekends, and holidays.