Title: Volunteer Program Assistant

Reports to: Vice President of Community Engagement and Volunteer Programs

Summary: The Metro Atlanta Host Committee (MAHC) has a unique opportunity for a Volunteer Program Assistant to join our team to support the organization and operations of Super Bowl LIII. This position will assist with planning and execution of recruitment, selection, needs assessment, assignment, training, engagement, and leadership of up to 10,000 volunteers. 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 event and space assistance for the Volunteer Program, including interviews, training, celebrations, and headquarters operations.
- Perform data management and analysis for the Volunteer Program to generate key insights into the volunteer population and program needs.
- Assist with promotion of the volunteer program and distribution of key information through communication channels including social media, web-based platforms, and a mobile application.
- Assist with other responsibilities as assigned.

Qualifications

- Related experience in sports or volunteer 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.