



National Hotel Event Coordinator

Are you a dynamic and detail-oriented individual with a passion for events, hotels, customer service and sports?

Join our team as a National Hotel Event Coordinator and embark on an exciting journey to bring extraordinary experiences to life. In this role, you will work closely with our talented youth sports event sales and planning team, assisting in the coordination and execution of exceptional 'stay and play' events across the country with our various clients.

With your high energy, enthusiasm, and organizational skills, you will play a vital role in making sure that our guests have an amazing experience and contribute to the overall revenue growth of the company. If you thrive in a fast-paced environment, possess exceptional customer service skills, are super organized and have a flair for creativity, we invite you to apply and be part of our team that turns dreams into reality.

Responsibilities:

- Planning and execution of youth sports travel events around the country
- Manage administrative tasks within the event department
- Coordinate event logistics, including venue setup, and other requirements
- Assist in creating detailed event timelines, itineraries & processes
- Support the team in managing event budgets and financial transactions
- Provide exceptional customer service and address client inquiries and concerns
- Work in G-Sheets and our event management software
- Potentially assist in conducting site visits
- Collaborate with internal departments to ensure seamless & successful events

Join our team of passionate event professionals and contribute to creating extraordinary experiences for our clients. Apply now to become a National Hotel Event Coordinator. Let your creativity shine and make a lasting impact on memorable events for youth sports around the US.

Qualifications:

- One year front office, reservations, sales, and/or catering experience preferred
- Intermediate computer skills and expertise with Google Workspace (Google Sheets, Google Docs, and Google Slides)
- Read, write and speak English fluently
- Excellent communication skills to talk with event coordinators, hotel staff and parents
- You must be a self-sufficient, self-starter who gets the job done quickly and accurately

Benefits:

- Medical Coverage
- Dental & Vision Coverage
- Hotel Discounts
- Paid Time Off (vacation, sick, bereavement, and Holidays).

We are an equal opportunity employer. Athlete Travel is a drug free workplace. Pre-employment drug test and background check required. We participate in E-Verify.

Salary Range: USD \$25-\$30/hr, based on experience.