



UNITED WOMEN'S SPORTS

Marketing/Administration Position

Summary:

UWS: The company's mission is focused on creating and expanding opportunities for women to have careers and earn a living in professional sports while increasing awareness among sports fans of the amazing competition that make it an exciting sports entertainment option.

Building women's sports as a profession gives young girls around the world positive, same-sex role models and a vision of what they can achieve as a career in the future.

Responsibilities:

Supports the development and execution of marketing plans. Assists with planning and implementation of marketing programs. Supports execution of all activities related to marketing communications. Prepares and analyzes sales reports. Supports development and execution of new products and product improvements. Coordinates creation and production of marketing collateral to support selling efforts of our products. Maintains spreadsheets of products, marketing collateral, campaigns, and more. Creates templates for presentation; revises templates as needed. Researches and monitors competitive environment and provides input and analysis. Serves as key liaison between department and internal/external partners. Supports the development and execution of advertising and/or public relations programs. Performs general administrative duties including but not limited to correspondence, filing, photocopying, and mailing. Assist Marketing team in arranging and preparing promotional items for events. Performs other related duties as assigned by management. This position may require occasional travel to tournaments and events within the U.S.

Qualifications:

Bachelor's degree (B.A.) or working toward degree, one to two years related experience in playing sports and experiencing sports, or equivalent combination of education and experience preferred. Proficient in Microsoft Office. Versatility, flexibility, and an ability to work creatively within constantly changing priorities with enthusiasm. Strong organizational, problem-solving, and analytical skills. Ability to manage priorities and workflow. Excellent verbal and written communication skills. Proven ability to handle multiple projects and meet deadlines. Strong interpersonal skills. Ability to understand and follow written and verbal instructions. Commitment to excellence and high standards. Ability to work independently and as a member of various teams and committees. Acute attention to detail. Creative, flexible, and innovative team player. Demonstrated ability to plan and organize projects.



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Competencies:

Written Communication-Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Professionalism-Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality-Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity-Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Dependability-Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

UWS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.