

# OPERATIONS COORDINATOR

**P3R is the engine behind Pittsburgh's greatest races. We strive to inspire any and all to run with us.**

**Best known for organizing the acclaimed annual DICK'S Sporting Goods Pittsburgh Marathon, P3R also organizes a variety of other high-quality races, training runs, and health and fitness programs throughout the Pittsburgh region.**

**The Operations Coordinator position is responsible for executing event operations plans. The position will work in coordination with a combination of internal staff and external resources including community partners, city departments and vendors.**

## ***Duties and responsibilities include but are not limited to:***

- **Permits:** Responsible for completing and submitting all permits needed for all P3R events. This includes Special Events Permit, County Permit for bridges and State permit. Also when necessary a Sports and Exhibition Authority Permit as well as a Market Square permit. Operations Assistant will also be responsible for submitting USATF sanction for all P3R races and for those Partner races who want it.
- **Signage:** Work directly and assist Operations Managers Responsible with current signage inventories and assisting in placing signage orders through multiple vendors for all races and race areas and structures that include signage or branding. This requires a knowledge of the overall operational flow of each event area and involves collaboration with P3R's operations, sponsorship and marketing departments.
- **Map design:** Utilizes AutoCAD, Adobe Illustrator and Microsoft PowerPoint to create site layout, road closure, equipment placement and other highly detailed maps. These maps are used for internal operations as well as a guide for vendors, police and event staff.
- **Police, Barricades and Security:** Responsible for creating maps and spreadsheets that are used to display barricade placements, police officer and security guard post locations and road closure sectors.
- **Notifications:** Responsible for notifying local businesses and residents of upcoming events by supplying them with road closure information and event times and locations. This information is kept in a Master Notifications document which needs to be updated periodically as businesses and other establishments change.
- **Transportation:** Responsible for designing shuttle routes for security personnel, VIPs, elite athletes and other event staff. The scope of this duty varies between events.
- **Vendors:** Assist with coordinating vendor operations for all events and is responsible for meeting with each vendor to discuss needs and supply them with detailed materials (maps, spreadsheets, etc.) that clearly show their race weekend responsibilities.
- **Course Measurement:** Responsible for creating USATF certified course maps. In some cases, the Operations Coordinator is responsible for the physical measurement of a race route. In other case, the Operations Coordinator will work with an external certifier to measure the course, create its map, and submit it for certification through USATF.
- **This position requires a lead operational role for all P3R events, mainly at either the start or finish line. The Operations Coordinator will be project manager on smaller P3R events.**
- **Warehouse:** Assist the Warehouse logistic Manager with different duties to prepare for upcoming events. Also assist with general upkeep and inventory.

- **Logistics: Responsible for pick up and drop off of product as needed for each event. Duties include pick up of bananas, chips and water when necessary. Also drop off of packet pick up supplies at various locations.**
- **Performs other duties as assigned.**

***Required qualifications:***

- **Passion for the mission of P3R.**
- **Passion, idealism, integrity, positive attitude, mission driven, self-directed**
- **Outstanding customer service skills**
- **Excellent organizational and time management skills**
- **Ability to multi-task and work under pressure**
- **Analytical and problem solving skills**
- **Ability to work with a diverse workforce**
- **Ability to work independently and trouble shoot problems, make recommendations**
- **Proficient in MS Office**
- **AutoCAD and Illustrator proficiency a plus**
- **Collaborative and driven to work within a team environment**
- **Bachelorís Degree**
- **Valid Driverís License**

***To Apply: Please send cover letter and resume to [HR@p3r.org](mailto:HR@p3r.org)***