



Events Manager

Responsible for selling events, managing relationships with teams and players, creating marketing campaigns, and assisting with the growth strategy of the company.

Company Overview

PQSports is committed to enriching lives through athletics. We equip our players with the tools they need to be successful on the court, in the classroom and in the community. Our aim is to plan the ultimate exposure for our athletes and sports enthusiasts. We are a proven resource for basketball tournaments, events, camps, and champions.

Job Summary

The Events Manager is in charge of all team recruitment and communication for PQSports events. The ideal candidate is required to handle all organizational tasks prior to each event, such as collecting team/program fees, making sure players are registered for the event, making sure teams/programs have all the necessary details for each event, communicating the schedule release, and more! This manager will also be in charge of recruitment for our individual player camps. This includes outreach to individual families and teams, collecting payment, coordinating coaching staff for the camps, etc.

Roles and Responsibilities

- Sell PQSports events
- Manage all team and player relationships in pre, during & post-event times.
- Network and build lasting relationships with teams/programs and families
- Managing in-event situations that arise
- Creating marketing campaigns to help sell the events
- Assist in the growth strategy of PQSports overall going forward
- Adapting & making changes to event schedules in real time



Qualifications and Skills

- **Decisive and Problem Solving:** Proven ability to make decisions under pressure and solve problems on the fly.
- **Personable:** Excellent interpersonal, verbal, and written communication skills.
- **Organized:** Strong ability to multitask and prioritize.
- **Relationship Management:** Willingness and passion to build relationships across all spectrums of the grassroots basketball community to drive sales and registration to the company.
- **Technology:** Proficient in Google Docs, Google Sheets, Metricool, HubSpot, Exposure Events, etc.
- **Conflict Resolution:** Exudes confidence and amicably resolves conflicts with co-workers, spectators, parents, players, officials, etc.
- **Ability to Receive Delegation:** Ability to implement direction from management.

Applicant Information: Please email resumes to pqsportshoops@gmail.com