

YellowJacket Racing, LLC

Position: Logistics Planning Coordinator

Location: Rochester, NY

Purpose: The Logistics Planning Coordinator is a leadership role and will work closely with the owner of YellowJacket Racing, LLC (YJR) to produce YJR's current portfolio of events as well as to launch new events. The goal being to develop growth opportunities, excellent execution of event, foster teamwork and meet the needs of the business.

Roles/tasks overseen by the Logistics Planning Coordinator

- **Oversee that all event permitting is completed in a timely manner**
 - Can include, County, City, State, and Health Permits
 - Permits are completed over the winter by YJR Staff for all events for the year
- **Oversee that all event sanctions/insurance is completed in a timely manner**
 - USATF and or USAT for event sanctions
 - COI via company insurance when required
 - Sanctions/insurance is completed over the winter by YJR Stafu for all events for the year
- **Oversee event registration both pre event and day of event**
 - Oversee set up of online registration platform
 - Manage registrations as they come in and responding to any issues as they arise
 - Track metrics of event registration compared to goals for the event
- **Execute event on site**
 - Course set up/tear down, timing, awards, photography, post-race food
 - YJR has an entire team dedicated to producing first class event, the Logistics Planning Coordinator will ensure that all tasks are completed to our standards
- **Create event maps including digital and hard copies**
- **Work with event host sites on logistics for each event**
- **Communicate with customers via email, social media, phone and in person**
- **Work with event timing team to ensure all timing amenities are incorporated into events**
 - YJR does its own timing. Logistics Planning Coordinator will time events, but also work with Timing Personnel on what each events timing needs are and will ensure everything that is needed to execute the plan is in place
 - Logistics Planning Coordinator will be trained in event timing and needs to be proficient in their ability to time and score any type of event
- **Oversee annual calendar of events and staffing needs for each event**
 - Staff schedules are done on a quarterly and monthly basis
- **Create an event specific logistics plan for all events**
 - Each event gets its own logistics plan covering staff, equipment and timelines to ensure that each event runs smoothly
- **Work to ensure all needed equipment is on hand and in working conditions for all events**
 - Each event is unique and has its own equipment needs. Packing lists for specific trucks need to be created so correct equipment is always on hand at events
- **Oversee and maintain budgets for each event**

- Work with company marketing department to create and distribute all event marketing materials
 - Majority of event creative materials are produced in-house via our marketing department. Logistics Planning Coordinator will ensure the marketing department knows the needs of YJR for each event well in advance of event day and will assist the marketing department in any needed
- Event Crew
 - As the Logistics Planning Coordinator it is their responsibility to pitch in wherever needed as event crew to ensure all tasks and roles are completed to execute at the highest level

Must have traits/skills

- Must be organized and detailed oriented
- Computer literate with a strong ability to learn timing software and trouble shoot issues with critical thinking skills
- Ability to have autonomy to teach themselves the various timing, registration and systems needed to execute excellent events
- Able to communicate clearly to others. Creating a positive team environment.
- Ability to work over 50 special events a year (Week and Weekends)
- Be able to work in an office, warehouse and any outdoor environment
- Organized and efficient with time management
- Ability to work long hours in any type of weather
- Microsoft excel proficient
- Ability to take a leadership roles, and manage others, to manage upward and downward
- Ability to help develop and project manage multiple activities at one time and work toward the growth of YellowJacket Racing
- Be able to multitask and work on multiple projects at one time
- Ability to troubleshoot and come up with an alternative solution under pressure
- Ability to lift over 50lbs
- MUST be able to drive a box truck, cargo van or truck/van with trailer

Commitment: Full time exempt salaried permanent leadership position is on average 38-40 hours per/week. Weekends required.

Compensation: Pay is salaried exempt based on technological, leadership and past work experience. Benefits include: \$200/mo towards Health Insurance after 3 months employment, Employee Discounts to Fleet Feet, Up to 3 weeks Paid Time Off and 401K after 6 months of employment