

About New York Junior Tennis & Learning:

NYJTL is a youth tennis nonprofit organization offering comprehensive school and community based programs to youth 5-18 years of age throughout New York City. We are among 500 chapters of a national organization started by Arthur Ashe to give inner-city youth a chance to learn the game of tennis and provide them with experiences they normally would not get otherwise. NYJTL is the largest of the chapters, and we offer a safe and nurturing environment where youth can participate in different sporting activities, especially tennis, and thrive in an academically supportive environment to help them reach their maximum potential. NYJTL operates its programs throughout New York City as well as at the Cary Leeds Center for Tennis & Learning.

General Summary:

The Tournament Assistant position is primarily responsible for assisting the NYJTL Bronx Open Tournament Director, with particular focus on the tournament credential process and other operational duties as assigned. Working with the NYJTL Bronx Open tournament operations team, this position will be a vital member of a fast-paced team through the completion of the tournament on Saturday, August 24.

This candidate must be willing to work in both the headquarters, located in Woodside, Queens, and the Cary Leeds Center for Tennis & Learning, in the South Bronx.

Essential Duties and Responsibilities:

- Load and process NYJTL Bronx Open tournament credentials
- Support Tournament Director with tournament's operational needs
- Assist with tournament operation calendar and assist with internal team communications
- Track projects through Excel, Word, and Google Docs
- Assist in the processing of vendor payments, invoices for the tournament.
- Assist with other projects as requested.

Scope of Work:

- Tournament Operations
- Tournament Credential Processing
- Tournament Operations Calendar

Required Knowledge, Skills, and Abilities:

- Bachelor's degree and or working towards obtaining bachelor's degree
- Candidates must be detail-oriented, highly organized, and able to multi-task and work independently to meet deadlines.
- Able to work well both in a team environment and independently, multi-task, and meet deadlines
- Candidates must possess the ability to work well under pressure.
- A high level of computer literacy required, including familiarity with Microsoft Office, WordPress, Adobe Suite, and Constant Contacts is preferred.

Additional Skills Preferred:

- Accountability
- Efficiency
- Detail Oriented
- Knowledge of tennis

Education and Experience:

Bachelor's degree preferred

Prior operations experience preferred; preferably in sports or entertainment

Interest in tennis preferred

Physical Requirements:

Evening and weekend hours are necessary during tournament (August 16-24)

Standing at events and programs

Some lifting of boxes of material required

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Salary is entry level

Please submit a Cover Letter, and Resume

NYJTL is an Equal Opportunity Employer - Minorities/Females/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Identity

Job Type: Full-time, exempt

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