

## POSITION INFORMATION



Job Title: Partnership Management Coordinator  
Department: Marketing and Sales  
Employment Category: Seasonal

Job Description: Assume responsibility for fulfillment of corporate sponsorship services:

- Oversees VIP Experience for Wine Festival
- Cultivates advertising partners for mobile app
- Manage local relationships with hotel partners, restaurants, trails and B&B's
- Develop partnership recaps for entitlement and official partners
- Assists with Volunteer/Fan Ambassador Team
- Manage VIP Schedules for spectator events.
- Assists with activation of all track racing events and festivals
- Other duties as assigned

Knowledge, Skills and Abilities:

- Ability to establish and maintain effective working relations with external and internal stakeholders
- Ability to communicate effectively, both orally and in writing
- Ability to prioritize, organize and manage time and resources effectively
- Detail oriented and self-directed
- Proficiency in Microsoft Excel, Word, and PowerPoint

Qualifications:

- College degree, preferably in related business field, i.e. Marketing, Business Administration, Sports Management
- 3-5 years experience, preferably in sports environment
- Excellent communication and time management skills with friendly and professional demeanor
- Must be able to work in a team environment interacting with multiple departments
- Must be well-organized with attention to detail
- Must possess a positive attitude, self-confidence, professionalism, integrity

### Contact:

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