

General Information

Job Title	Manager, League Events	Company	Stonewall Sports
Sport	Dodgeball	Location	Washington, D.C.
Role Type	Leadership Team Member	Function	Communications

Job Summary:

The Manager, League Events is responsible for planning and coordinating social events throughout the season. He or she will serve as a representative of Stonewall Dodgeball DC to other organizations as needed to plan events. He or she will also assist the Director of Communications managing League communications. The Manager, League Events reports to the Director of Communications. The Manager League Events is part of the leadership team but is not part of the Board.

Main Duties and Responsibilities:

- Produces league-wide social events (such as the opening, mid-season, and closing party)
- Facilitates group social activities among teams

Qualifications

Language / Communication / Technical Skills:

- Excellent communication skills - correspondence to internal and external customers
- Ability to communicate effectively with individuals possessing varying degrees of technical and functional knowledge

Job Dimensions

Geographic Responsibility: Washington, D.C.
Internal Relationships: Finance, and Communications
External Relationships: none
Budget / Revenue Responsibility: Limited

Organization Structure

Direct Line Manager (Title): *Director, Communications*
Number of Direct Reports: 0
Estimated Total Size of Team: 1

The above statements are intended to describe the general nature and level of the job being performed by the individual(s) elected to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Stonewall Dodgeball DC reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.