



Youth Events Coordinator

The **Youth Events Coordinator** is responsible for the oversight of the Junior Leaders Program, and Youth Art Contest and will work closely with the Junior Leaders Committee and the Art Committee to facilitate these programs/events. This position will have a key role in the Competitive Events Department at show time assisting with shows, contests, and Calf Scramble. This position will also manage the technology services for Rodeo Austin as well as provide administrative support for the Competitive Events Department and Operations Department. The Youth Events Coordinator will report to the Competitive Events Manager and the Chief Operating Officer and is a key member of the staff leadership team and a contributor to Rodeo Austin's overall strategy, event execution and culture.

This is a full time exempt, benefits eligible position on our team that is available immediately to the right candidate. The expected commitment will be 40 hours per week during regular business hours, and as needed on weekends and during Rodeo Austin events.

Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

Activities and responsibilities essential to this job:

1. Junior Leaders (a volunteer and leadership program for 8th-12th graders)

- Coordinates all aspects of the Junior Leaders Program in conjunction with the Junior Leaders Committee
- Lead staff person on general oversight and direction of the Junior Leaders Program
- Staff Liaison to the Junior Leaders Committee, which includes communicating, organizing meetings and any administrative needs requested by the committee

2. Youth Art Contest

- Coordinate all aspects of the Youth Art Contest in conjunction with the Art Committee
- Lead staff person on general oversight and direction of the Youth Art Program
- Staff Liaison to the Art Committee, which includes communicating, organizing meetings and any administrative needs requested by the committee

3. Calf Scramble

- Assist the Calf Scramble staff liaison: facilitate year-round meetings and help develop projections, resources and goals
- Lead staff person on day-of event coordination
- Schedule participants and track their year-long obligations
 - Credentials, heat information, certificates, copy of registration papers
 - Checking off monthly thank you letters
 - Payment requests for sellers/breeders
- Contract any livestock or personnel needed to facilitate the event

4. Technology Services

- Manage technology services utilized in the day-to-day office environment and event purposes
- Lead point of contact for all IT related vendors
- Responsible for office phone system, office cleaning, and office printers
- Website maintenance for Youth Programming; posting current information, photos, rules, etc.

Additional activities and responsibilities required of this job:

- Support of Youth Auction and Competitive Events Programs and administration as directed
- Assist the COO in preparing draft emails and other correspondence, compiling and filing reports, and preparing expense reports
- Research and development of new youth contests in conjunction with the Competitive Events Department
- Research and development of new agricultural education exhibits
- Organize and prepare materials for meetings and prepare key documents for signature, comment, decision, or action
- Attend and organize weekly and bi-weekly Staff meetings, daily Chief's meetings during rodeo, coordinate agendas, draft meeting minutes, and manage communication and follow up
- Coordinate other select committees and task forces as assigned
- Assist as needed with annual meeting preparation and execution
- Assist as needed with credential preparation and distribution
- Assist with Volunteer sign-ups as needed
- Successfully foster and cultivate excellent working relationships with internal and external constituents of the organization; effectively collaborate with other internal departments, executive and volunteer leadership, event officials, community and university partners, sponsors, members and other stakeholders
- Represent the organization at official functions and events and in other types of negotiations, networking events, or public relations activities
- Support the mission and values of Rodeo Austin at all times

What You'll Need:

- Bachelor's degree in an agriculture-related and/or communications degree plan
- Experience in youth programming, stock show management, event management or similar field
- Positive and outgoing team player
- Strong verbal and written communication skills
- Detail oriented
- Proficient in Word, Excel, or Powerpoint. Experience in ShoWorks or other show software a plus
- Multitasking and time management skills
- Self-starter attitude and a process-oriented mindset
- Quick learner; highly adaptive and proactive
- Excellent problem-solving, sound judgement and communication skills
- Strong work ethic

Perks & Benefits:

- Comprehensive Medical, Dental and Vision plans
- Wellness Program
- 401(k) Retirement Plan with Match
- Competitive Vacation Plan
- Summer Flex Fridays
- Robust Holiday Schedule
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

Please send cover letter, resume, and list of references to:

Lauren Todd, Rodeo Austin

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