

## Job Description

**Position Title:** Revenue/Events Coordinator

**Job Grade:** 2

**Reports To:** SVP, SIFE USA &  
Vice President, Revenue Management

**Division:** SIFE USA

**Location:** SIFE World Headquarters — Springfield, MO



### **Summary of Position**

This position will be responsible for revenue data entry, production of reports and assisting the VP, Revenue Management with various tasks as assigned. This position will also assist with SIFE USA events to include competition logistics.

### **Key Responsibilities**

- Revenue data entry, receipts and reports
- Schedule appoints for VP, Revenue Management with all SIFE Fundraisers
- Assist the VP, Revenue Management with daily tasks as assigned
- Manage event preparation for SIFE USA events
- Assist in USA competition logistics
- Participate as part of the phone operator group
- Other duties as assigned

### **Key Characteristics and Skills**

- Able to multi-task in a fast paced environment
- Self starter with solid analytical and problem solving skills
- Strong organizational and communication skills
- Excellent customer service skills
- Able to set priorities and meet deadlines
- Understand the importance of confidentiality and able to maintain confidences
- Proficient in Microsoft Office Products, with emphasis in MS Word and Excel
- Experience with Salesforce software a plus

### **Education Requirements & Experience**

- High School Diploma or equivalent required, college course work strongly preferred
- Must have at least three years of relevant work experience
- This position will require travel to various events, as well as long work hours during the events.