



Badminton Pan Am Confederation is seeking an Events Manager for a full-time position to join its head office in Lima, Peru.

JOB DESCRIPTION

Events Manager

Badminton Pan Am is the Continental Confederation administering the sport of badminton in Pan America. There are currently 8 full time employees supporting 37 Member Associations.

Reporting to the Events Director, the Events Manager will be responsible for supporting the work of the Events Department within Badminton Pan Am, and will work closely with event hosts (including Para badminton) to ensure quality event delivery, positive player experiences and event sustainability. This will involve pre-event planning, including budgeting and marketing, ensuring all rules and regulations of Badminton Pan Am and BWF are met, tournament software management including M & Q lists, seeding and draws, on-site assistance as required, streaming production and event communications through relevant platforms.

The work will include some travelling and some flexibility in working hours will be required.

Relevant Working Areas

- Continental Events – Individual, Team, Para and Junior Championships
- Grade 3 Tournaments – Host support and development
- Technical – Tournament software, M&Q lists, seeding, draws, live-stream
- Technical Officials – assignments, development and co-ordinating logistics

Qualifications

- You have experience working in sporting events
- You have experience in the planning, delivery and reporting of events
- You have good knowledge of the BWF and BPAC events
- You are fluent in written and spoken English & Spanish
- You are familiar with the rules and regulations of international badminton events
- You have initiative and personal drive
- You can work and deliver within deadlines
- You are comfortable working with Tournament Planner and Microsoft Office

The successful candidate will have to re-locate to Lima, Peru and should have the necessary work permissions to work in Peru.

Remuneration: Competitive, based on level of experience

The preferred candidate should fit in well in a dynamic environment.

Interested applicants are invited to send a written application or a video application and a detailed CV by e-mail to;



Pilar Carrillo

Badminton Pan Am Confederation

Chief Operating Officer

pcarrillo@badmintonpanam.org

Please mark the application: Events manager

All applications must reach the above address by **December 2nd** . Only short-listed candidates will be notified.

The selected candidate is expected to start on or before 1st January 2020.