



Job Title: Facility Acquisition Specialist

Job Type: Part Time, Mixed In Person & Remote
(Weekdays, no nights or weekends)

Location: West Berlin, NJ

Pay Rate: \$17.50 per hour, ability for quick pay raise up to \$20 per hour.
Plus gas allowance for non office travel

The Facility Acquisition Specialist will lead the charge in reaching out to townships, school districts, and private facilities to create new relationships to allow us to rent some of their athletic spaces so we can expand our the locations that we host some of our events at as well to allow us to add new sports and leagues.

Some of what you will do:

- Establish first contact with any townships or schools that we do not have a current working relationship with.
- Visit new facilities to inspect the playing area and make sure it meets league requirements
- Acquire photos and dimensions of the playing spaces
- Finalize all permits including negotiating the final rental rates with all facility partners

The first things you will do are:

- Review the current list of programming and facilities that we are already using.
- Create a list of townships and municipalities in 3 of the counties local to us that will include a list of all of the schools, private facilities, and rentalable spaces that we can reach out to.
- Work with the office to take over as the existing contact for any facility partnerships that we already have in existence.

Required Qualifications:

- Strong and effective communicator that is comfortable with email, phone, and in person discussions.
- Must be very comfortable working independently - this will not be well suited for someone that prefers micromanagement.
- Must have a light background in traditional high school sports
- Must have your own working transportation
- Proficient Computer Skills using Email, Google Docs

We're looking for evidence that you have the skills, experience, and abilities included in this announcement. Information you provide will be used for deciding who will be selected for the next step in this process.

Apply Online at:

Submit your resume: tim.smithen@playmoresj.com