



JOB ANNOUNCEMENT

The USTA Pacific Northwest Section (USTA/PNW) currently has an opening in its Community Tennis Division.

Position Title: Community Tennis Coordinator

Status: Full-time, exempt

Location: USTA/PNW section office – Beaverton, Oregon

PURPOSE OF POSITION:

To assist USTA/PNW in its mission to promote and develop the growth of tennis by establishing strong relationships with the local delivery system including tennis and non-tennis facilities, organizations and volunteers. This position includes, but is not limited to, the following responsibilities:

- Implementation and promotion of full spectrum of youth tennis initiative, 10-and-Under Tennis (TAUT) including; QuickStart Tennis play format, TAUT Play Days, competitions, school Kids Tennis Clubs, community exposure events.
- Contribute to the efforts to build junior team play opportunities via USTA Jr. Team Tennis (branded and recreational track)
- Provide support for USTA/PNW Community Tennis projects and programs

This position must have general knowledge of all USTA and USTA/PNW programs, while possessing a variety of skills to achieve section strategic priorities and core values.

QUALIFICATIONS – SKILL SETS

- Excellent service orientation with both internal colleagues and external constituents
- Strong verbal and written communication, presentation experience
- Self-motivated, disciplined and results and team-oriented
- Sound problem-solving skills
- Strong organizational, time management and administrative skills
- Innovative and creative
- Bachelor's degree or equivalent experience

To apply, send resume, references and cover letter by email to info@pnw.usta.com or by regular mail to USTA Pacific Northwest Section, Attn: Community Tennis 4840 S.W. Western Ave. #300, Beaverton, OR 97005-3430.

The USTA Pacific Northwest Section will be accepting applications through December 21st, 2011.