



NACAC JOB OPENING ANNOUNCEMENT

- Job title:** NACAC Area Development Manager
- Reporting to:** NACAC President and NACAC General Secretary/CEO
- Salary:** Up to \$30,000.00 per annual salary
- Starting Date:** January 8, 2018.
- Hours:** Full-time employment on a professional service contract with flexible hours based on organizational needs
- Location:** NACAC headquarters located at the Department of Sports & Recreation facilities in San Juan, Puerto Rico
- Must*** be willing to travel to different countries and have a US passport or a working USA VISA for Puerto Rico

Purpose of the position: The candidate will oversee the development & education of all member federations of NACAC. This will contribute to NACAC's goal for the development of athletics in the region to its maximum potential in administration, education and athletic performance. Also, follow the guidelines and regulations of the IAAF Development Department.

General Responsibilities

Responsibility 1 – will be in charge as manager of developing an effective educational program including preparing a budget for each activity to complete the established annual goals.

Responsibility 2 – manage the daily operations of the Area development program including responding to emails, making logistics for activities within the appropriate timeline. Manager needs to be computer literate with knowledge of MS office and able to work on his/her own.

Academic & trade qualifications

Essential qualifications

- Degree in one of the following areas:
 - Sports administration
 - Physical education
 - Administration and finance
- ***MUST*** be bilingual (English – Spanish)
- Adequate written and verbal communication skills in both English and Spanish languages.
- Ability working and communicating with others.
- Needs to own a US passport or working Visa for Puerto Rico
- Experience working in the sport of Athletics (Track and Field, Road Running, Race Walking) environment.
- Compliance with IAAF requirements

Please email your confidential curriculum vitae to Mr. Víctor López (victorlopezpgp@gmail.com) or call +1(787)367-1421 for more information. **Deadline: Monday, December 11, 2017. Interviews - December 14-19, 2017.**