



*Where
It's Always
Football Season*

RedZone Football Academy Is Hiring For The Following Position:

General Manager & Executive Assistant

Job Description

In the NFL, the GMs handle business dealings with the players and their agents. Our GM/EA will handle the administrative load to do good business with our players and their agents, mom & dad! The GM/EA is likely to be the first voice and face that customers encounter online, on the phone, at our place of business, and everywhere else RedZone goes. The GM/EA is responsible for customer relationship management (CRM) and community relations efforts. As the leading voice in RedZone's everyday communications, the GM/EA will assist Coach Blum directly in coordinating and relaying information relating to all RedZone business operations. Much of the GM/EA's days will be filled with scheduling, emailing, thinking, communicating, calling, directing, informing, asking, typing, noting, talking, preparing, detailing, planning, listening, simplifying, clarifying, & organizing. The GM/EA may also oversee other temporary staff to assist directly with these or other RedZone efforts.

What We're Looking For

The ideal candidate for this position is super organized and personable. This is an administrative and executive position that will require executing large and small tasks with precision—oftentimes managing multiple tasks at once. Organization, efficiency, and attention to detail cannot be stressed enough. An ability and desire to seek effective communication with others is paramount; this includes remarkable skills in written, oral, digital, non-verbal communication. Additional skills, aptitudes, knowledge, and experience with the following will also be sought: the sport of football, sports business, basic marketing, computing (namely but not limited to email, internet, Microsoft office programs, and Google products). Skills in graphic design, photo/video editing, photography, videography, and social media are a bonus.

Employment Details

Engagement Terms: 1-year, post-graduate internship with the potential to transition to full-time employment upon completion

Work Schedule: A 40-hour work week is expected. Required working hours may vary from week-to-week or season to season depending on our program schedule, though a large portion of the hours can have some flexibility between 7am-7pm.

Start Date: January 1, 2022

Pay: \$14-16/hour depending on experience & ability

Benefits: 2 weeks of paid vacation/sick leave/personal days

In general, RedZone is looking for the following in every team member, regardless of job title:

- You insert yourself into situations to help or even lead; you're not a bystander/observer.
- You command your environment— the room, the situation, the role you take.
- You have a first one in, last one out mentality. You give more than you take.
- You can brainstorm ideas and produce relevant work on your own.
- Your dependability is unquestionable.
- Your communication abilities (oral, written, and otherwise) are outstanding.
- You have growth mindset that is willing to continually learn and seek improvement.