

Job Title: Race Coordinator
Department: Operations
Reports to: Managing Race Director

FLSA status: Exempt
Classification: Full Time
Supervises: None

Ragnar exists to make life more awesome. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. Ragnar is a Utah-based company with a national footprint, we are a premier series of overnight road and trail running relay adventures. We offer a great benefits package including 75% covered health care, 401K & match, open PTO policy, and a free Ragnar race per year.

Physical labor, heavy lifting, and working weekends and long hours during races is a requirement. This job will average 40-50 hour work weeks and most of those are at the office, in front of a computer.

Position Summary: This position is exclusively for the road series and works closely with the Race Directors to create an unforgettable race experience.

Qualifications:

- Bachelor's degree
- Minimum 1-3 years relevant experience
- Have run and/or worked a Ragnar is a plus

Essential functions and responsibilities:

- Must have strong computer skills
- Customer focused
- Logistics experience
- Budget experience
- Focus on safety
- Ability to work with multiple teams and departments
- Strong written and verbal communication skills
- Superb organization skills with high attention to detail
- Ability to work independently and effect self-directed learning
- Ability to work on little sleep and make clear, effective decisions under high stress during race weekend
- Vendor management and negotiation
- Ability to follow and execute SOP's (Standard Operating Procedures)
- Other tasks as assigned

Travel Requirement: Anticipate up to 30%-40% travel throughout the year.

Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate.

To apply: Submit your cover letter and resume to jobs@ragnarrelay.com.



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