

4141 Parklake Ave
Suite 120
Raleigh, NC 27612
919.604.8390



Assistant Operations Manager

JOB DESCRIPTION

Operation roles within our organization cover a wide array of responsibilities. The assistant operations manager will be required to work closely with our operations manager and numerous CE team members on an ongoing basis. Areas of responsibility include:

MEDIA COMMUNICATIONS

The AOM will be responsible for overseeing our Carolina Elite media team. This specifically includes monitoring the process that we gather real time media assets, sort this media, saved the media on our web server, post on social channels, and ultimately converted into formats that assist in the college recruitment of our student athletes. It also includes coordinating the scheduling CE media team members to shoot various events, and often in the summer months travel to live sites and assist in filming, photoshoots, and interviews.

WEBSITE PROCESS OVERSIGHT AND MAINTENANCE

The AOM will collaborate with our webmasters to keep new media content for student-athletes loaded for their player recruitment websites. Additionally, the AOM will update new data, game film, stats, and highlights to FBCexposure.com, CarolinaEliteBasketball.org, and FBC Carolina Elite YouTube channels. This will also require ongoing communications with our coaches to gather current stats, and game film for posting weekly.

HUDL MAINTINENCE AND PLAYER HIGHLIGHTS

The AOM will work with HUDL to extract live game film segments to build new player highlight segments to put into our college recruitment database, and make available to the college coaches that subscribe to our recruiting services. This will involve ongoing communications with our college recruiting coordinators to make sure we are quickly and efficiently fulfilling the media requests from college coaches.

GENERAL OPERATIONS SUPPORT

There are many other additional operational needs that will need to be supported from time to time, such as gym scheduling, booking lodging and travel for teams, ordering and prepping gear for teams, preparing and working FBC CE hosted events, and more.

HOURS AND COMPENSATION

Due to the need to provide flexible work schedule, hours per week will vary be between 15-40 hours per week depending on the availability of the AOM. Most of the in-person activity in spring and summer months will be on weekends. In the winter months, much of the work can be done remotely and/or in the evenings. Initial compensation will be contracted at \$15.00/hr. We would treat the AOE as an independent contractor, and would not withhold taxes (since the schedule and week to week activities is set by the AOM's schedule.)

FOR ADDITIONAL INFORMATION

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