



**Job Title:** O2X Event Coordinator  
**Department:** O2X Product

**Reports To:** Director of Product

## **O2X MISSION & OVERVIEW**

Our mission is maximizing Human Performance through world-class training and education.

O2X Human Performance was founded by former Navy SEALs with a passion for serving others. From day one, our goal has been to help people learn how to make small, incremental changes that lead to sustainable lifestyle improvements. Our tailored EAT SWEAT THRIVE curriculum targets the specific issues facing tactical populations including high rates of injury, elevated cancer and cardiac health risks, and behavioral health issues. While originally designed to meet the unique demands of tactical athletes, the science-backed methodology has been successful with Olympic and collegiate athletes, professional sports organizations, and other top tier organizations.

The O2X team is comprised of U.S. Special Operations veterans, Olympic, professional, and All-American collegiate athletes, and over 200 human performance experts who are passionate about maximizing human performance and helping others rise higher.

## **JOB SUMMARY**

The O2X Event Coordinator is responsible for facilitating the successful execution of all O2X events and workshops to include pre-planning, determining resources needed, procurement and organization of equipment, site selection and price negotiations, projecting costs and event margin, managing partnerships with vendors, and post event follow up to continually improve and optimize all parts of the process.

A successful O2X Event Coordinator will be a skilled steward of his or her time and of projects, have a keen attention to detail, and will be able to operate independently while keeping supervisors updated on progress.

Additionally, the O2X Event Coordinator will complete other tasks as assigned to support the Product team mission including: research, content generation, tech support, customer service, and other relevant tasks.

## **KEY RESPONSIBILITIES**

- Manage all aspects of event planning from pre-event coordination of logistics, personnel, and resources needed to ensuring all on-site team members are briefed with necessary information

- Maintain and manage all event budgets and cost projections and ensure all personnel are reimbursed in a timely fashion
- Site selection and vendor selection to include price negotiation and sourcing the best possible rates and quality
- Coordinate and arrange for ordering supplies needed for events to ensure we stay ahead of equipment needs for all events
- Develop effective and collaborative relationships with vendors and all product partners
- Identify areas of improvement to continue to drive progress and maintain a high standard of quality at all events
- Conduct and coordinate post event debriefs and strategic analysis to continually improve processes and drive efficiency of event planning and execution
- Assist Operations Coordinator in the logistics and execution of shipping and receiving as well as arranging travel and accommodations for events as needed

### **EXPERIENCE & QUALIFICATIONS**

- Bachelor's Degree and/or military service or experience coordinating large scale events or operations
- 2-3+ years of experience in planning and executing events of varying sizes
- Tier one people skills and passion for creating world-class experiences for clients
- Ability to manage external vendor resources and relationships with product partners
- Demonstrated project management skills and attention to detail
- Demonstrated problem-solving skills
- Solid understanding of the benefits of maximizing human performance preferred
- Proven verbal and written communication skills
- Ability to multitask and manage multiple projects simultaneously
- Familiarity with emergency services and/or military is a plus

### **PREFERRED SKILLS**

- Proficiency and experience working with email management systems (i.e. campaign monitor, mail chimp, pardot, etc.)
- Strong Microsoft Office Skills including excel
- Strong proficiency working with Google Sheets and G-Suite products
- Experience with wordpress or other similar website management platforms
- Organizational skills and experience with event planning and product procurement

### **TRAITS**

- Passionate about joining the O2X team
- Team always comes first
- Self-motivated, high energy, aspiration to succeed
- Superior organization and multitasking skills
- Ability to work under pressure in a fast-paced environment
- Is proactive and persistent in order to complete the task
- Creative and innovative, with a desire to enhance the customer experience
- Excellent communicator with the ability to develop lasting internal and external relationships
- Flexible and adaptable: Team Player