

JOB OPENING

PROJECTS COORDINATOR AND SPECIAL ASSISTANT AT KOVACS INSTITUTE

Organization: KOVACS INSTITUTE, LLC

Location: Kennesaw, Georgia (Greater Atlanta)

Position Type: Full-Time

Salary: Monthly base, performance incentive bonus along with company profit share

The position will serve in a unique environment focused on increasing brand awareness, educational programs, events in multiple areas related to the various tennis related projects associated with the Kovacs Institute. This role will also serve as direct assistant to Dr. Mark Kovacs and the numerous projects within the tennis industry along with a multitude of other projects across over six other sports and multiple areas of sport science. The role will serve in multiple capacities from educational content creation, social media and marketing projects, online educational mentorship site oversight, the creation of quality video and written content and online marketing in a multi-faceted business focused on sport science education, fitness, nutrition, training and consulting. This is an ideal opportunity for someone with a background in marketing and a passion and interest in tennis and sport science. The successful applicant will work under the direct supervision of Dr. Mark Kovacs on many projects related to tennis, and will also be involved in a number of projects in the tennis industry using various technologies, testing new techniques and strategies to improve performance and reduce injuries. You will work daily with some of the top minds in the game as well as be exposed to the wider tennis industry through many partnerships with top coaching organizations, sports governing bodies, athletic departments and academies. The individual will be given significant control of projects from a development perspective through execution. This is a great opportunity for someone looking to expand their skills and work in a unique area of the tennis and sport science industry. The position will be based at the Kovacs Institute headquarters in Greater Atlanta.

Job Description

- Assist in the project management of multiple projects across education, testing, training and technology.
- Develop effective processes to bridge the gap between tennis science and practical application via educational projects through various medium (written, video, social media etc)
- Work on numerous video based projects and online software management.
- Produce quality educational and marketing videos with athletes, coaches and various technologies. Access to unique testing and evaluation equipment, sport science labs and quality lighting.
- Create and curate published content (images, videos and written) via social media accounts
- Manage certain aspects of social media (Twitter, Facebook, Instagram, LinkedIn)
- Monitor trends in social media tools, applications, channels, design and strategy
- Develop daily and weekly video content for both educational and marketing purposes and control entire projects from start to finish.

JOB OPENING

- Work closely with the International Tennis Performance Association (ITPA) on various educational projects
- Create images, videos and graphics for social media and new blog
- Work to increase exposure both nationally and internationally
- Enhance the media exposure of the company and leadership
- Develop marketing and promotional videos as needed for various projects
- Assist in various administrative duties such as scheduling, travel requests, media requests etc.
- Lead events both in Atlanta and around the country on different topics in the tennis industry
- Event management
- Assist in other tasks as assigned
- Participate in on and off court testing and training sessions in various capacities

Requirements:

- Experience in sport and exercise science with a strong passion for tennis.
- Strong understanding of the tennis industry and experience either as a competitive player, coach, trainer or administrator
- Social media and branding experience
- Video editing experience
- Extremely computer and Internet savvy
- Proficient in Office Suite
- Ability to learn multiple video and technical software applications for data capture and analysis
- Excellent knowledge of social media (specifically Facebook, Twitter and Instagram)
- Excellent written communication skills
- Extremely organized and detail oriented
- Must have good follow through skills and the ability to work on multiple projects during the same time period.
- Ability to work independently, efficiently, and prioritize projects and work under strict timelines
- PR or communications experience a plus
- Some marketing and project management experience is a plus
- Minimal travel may be involved
- Ability to work unusual hours (some weekend and night work may be required)
- Be located in the greater Atlanta area (Georgia, USA)

Please submit cover letter and resume to the Kovacs Institute mark@kovacsinstitute.com and put KI Projects Coordinator and Special Assistant in the Subject Line.