



Tournament Coordinator/Administrative Support

Essential Functions

The ideal candidate for this position will assist with the functions of the administrative and utility office located in the Hurricane Municipal Building and coordinate facility rentals at Hurricane Bridge Park and Hurricane City Park. Successful candidate must have general software and web-based experience and an understanding of Microsoft Office along with the ability to work with the general public. In addition, candidate should have the experience needed to assist with a variety of City projects and events. This person will be expected to successfully communicate with vendors, tournament directors and park staff and manage tournaments on weekends from March through October. Additionally, experience with event coordination, video and social media is helpful.

Skills Required

- Excellent interpersonal and written communication skills.
- Comfortable taking on comprehensive projects in addition to day-to-day activities and be able to be cross trained to fill in for different positions as co-workers take time off.
- Have the ability to learn the City scheduling software, processes, etc.

Job Type: Full-time

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Life insurance
- Paid time off
- Retirement plan

Education: Minimum of high school diploma

Job Type: Full-time

Salary is commensurate with experience. General range: \$42,000-45,000

To apply: Send a resume to resume@hurricanewv.com by January 8, 2026.