

LHR COMMITTEE 2021 AVAILABLE POSITIONS

OUTREACH TEAM

PROCUREMENT COORDINATOR

RESPONSIBILITIES:

- Create and lead the implementation of an external communication strategy to increase awareness of Longhorn Run in the Austin area.
- Develop relationships with Austin businesses and apartment complexes in order to promote Longhorn Run to their employees and residents.
- Foster creative partnerships with UT faculty and staff to promote Longhorn Run.
- Craft professional emails to educate businesses about Longhorn Run and encourage their participation.
- Coordinate procurement of in-kind donations for top finisher award packages, pre-race events, and race day. Including but not limited to: research of brands, locating contact information, professional outreach to brand representatives, documentation of communication, day-of coordination, etc.
- Position reports to the Assistant Director - Outreach.

PREFERRED QUALIFICATIONS:

- Knowledge of Austin businesses and apartment complexes.
- Past experience promoting an event or student organization.
- Attention to detail and strong organizational skills.
- Ability to communicate with others strategically and effectively.
- Entrepreneurial mindset and a comfort with working independently.