

**Schedule I**  
**Scope of Services**

<b>OPPORTUNITY:</b>	<b>ELITE ATHELETE COORDINATOR</b>
<b>RFP NUMBER</b>	<b>PM2019-007</b>

***The Philadelphia Marathon is requesting proposals from qualified persons or entities experienced in elite athlete coordination for its 2019 Race Weekend Events: Philadelphia Marathon, Half Marathon, 8K and Kids Fun Run.***

Duties:

1. Report to the Executive Race Director.
2. Contact/recruit elite athletes and agents.
3. Handle email requests from elite athletes.
4. Determine eligibility of top elite athletes for hotel rooms.
5. Coordinate elite athletes with the Public Relations Coordinator.
6. Act as point of contact for elite athletes on Philadelphia Marathon Weekend.
7. Provide press release for elite athletes.

Qualifications:

1. Demonstrated experience or expertise in coordinating "VIP"s.
2. Strong written, communication and excellent interpersonal skills.
3. Highly organized and detailed oriented.
4. Ability to work successfully under pressure and produce quality work in a timely manner.