

Our mission at the Minnesota Vikings is to *Advance the Vikings legacy through the passionate pursuit of excellence.*

*We strive to achieve, we put the team first, we seek to learn, we exhibit high character, and we are committed to a diverse, equitable and inclusive environment.*

**JOB TITLE:** Football Operations & Player Personnel Associate

**SUMMARY:** The primary responsibilities include supporting the Football Operations and Player Personnel departments. Main tasks include completing administrative functions and facilitation of critical programming for annual football events such as Combine, NFL Draft, off season programming, minicamp, training camp, etc. With forward thinking and planning, the associate will continue to improve, grow, enhance and create daily office and football administrative duties along with communication and travel for personnel staff members. The Football Operations associate will report directly to the Football Operations Manager.

In addition to the duties described below, the Associate will take part in the Vikings' exclusive **Leadership Development Program**. This program will provide regular opportunities for professional development, exposure to organizational leadership and the ability to develop skills critical for the Associate's future career growth. A fundamental part of the program will include clearly defined goals between the Associate and their Supervisor that will be tracked and measured for progress throughout the term of the program.

**This is a temporary full-time position that will begin mid-July, 2024 and conclude on May 23, 2025, unless otherwise determined.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Help with daily office duties – stock copy room, order supplies, organize and maintain storage areas, assist with weekly meal setup and teardown, coordinate with shipping and receiving with in and outbound packages and mail, etc.
- Assist with all-star games, bowl games and Combine travel logistics for all football operations staff, player personnel and coaching staff, including credential management for all attending.
- Aid with creating scouting books for All Star games and Combine.
- Be the main point of contact for 30 visit travel logistics, working directly with the Director of College Scouting while coordinating with other teams and certified agents to bring draft prospects in for pre-draft visits.
- Complete administrative work as needed such as communication through Teamworks, update player personnel and football operations of schedule changes, important updates, etc.
- Be an in-office resource to scouts for any shipping or correspondence needs which could include gear, equipment, giveaways, donation items, etc.
- Coordinate college game day credentials for members of the executive staff.
- Receive guidance and instruction from senior members of the football operations, player personnel, coaching and player engagement departments.
- Perform miscellaneous job-related duties as assigned.

**QUALIFICATION REQUIREMENTS:**

- Interested in a career in Football Operations and/or Scouting
- Strong interpersonal and communication skills and the ability to work effectively with colleagues and athletes.
- Ability to communicate effectively, both orally and in writing.

- Must be able to work a flexible work schedule, including some nights, weekends, and holidays.

**CONFIDENTIALITY REQUIREMENTS:** *This position will require the individual to have access to confidential records and information. To successfully perform this position, confidentiality of the information with which the individual has contact must be maintained.*

- Maintain confidentiality as well as follow corporate policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to perform physical tasks such as lifting, carrying, pushing, etc.
- This position will require sitting, standing, and regular walking of the facility.
- Ability to work in inclement weather conditions.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work environment is fast-paced. The person in this position will need to be able to be present in all areas of the facility with short notice.
- In season the job requirements are seven days a week with responsibilities on weekends, nights, and holidays when required.
- Some events will occur outside and in inclement weather.
- Presence at significant events and home game days are required.

**DEI Commitment:**

**The Minnesota Vikings are committed to creating and sustaining a culture for you. Whoever you are, we are an organization that embraces and empowers people of all backgrounds and experiences and incorporate diversity, equity, and inclusion into the foundation of everything we do. We are proud to have a culture that empowers our people to harness their uniqueness to develop their full potential as a contributor to the success of the organization and the communities we serve. The Minnesota Vikings are an equal opportunity employer, and we continue to commit to creating equitable opportunities by ensuring that our place can be anyone's place.**