



Position: Senior Coordinator, Executive Administration
Department: Strategy & Business Development
Reporting Manager: SVP, Strategy & Business Development / President
Status: Full-Time
Job Classification: Non-Exempt
Location: Las Vegas, NV

About the A's:

The A's are a baseball team founded in 1901. They have a rich history, having won nine World Series championships and 15 American League pennants. The A's are known for pioneering the "Moneyball" approach to team-building, which focuses on using statistical analysis to identify undervalued players.

In addition to their success on the field, the A's also have a positive and dynamic work culture. They have been recognized twice as the Front Office Sports, Best Employers in Sports.

The A's are defined by their core pillars of being Dynamic, Innovative, and Inclusive. Working for the A's offers the opportunity to be part of an innovative organization that values its employees and strives to create a positive work environment.

Description:

The Senior Coordinator, Executive Administration, will play a vital role in supporting the President and SVP of Strategy & Business Development while overseeing the coordination and operations of the Las Vegas office. This position requires exceptional organization, professionalism, and discretion in handling confidential matters. The ideal candidate is proactive, detail-oriented, and thrives in a fast-paced environment that values initiative, collaboration, and operational excellence.

Responsibilities:

Executive Administration

- Provide comprehensive administrative support to the President and Senior Vice President, Strategy & Business Development, including complex calendar management, scheduling, and correspondence handling.
- Coordinate and prepare materials for executive meetings, board sessions, and company-wide communications.
- Plan and execute organization-wide events, including all-staff meetings, client events, and social gatherings.
- Coordinate travel arrangements, including itineraries, accommodations, and transportation.
- Prepare and submit accurate and timely expense reports.



- Assist with internal communications, announcements, and document management.
- Manage and organize contact lists, guest data, and communication tracking through CRM or project management platforms (e.g., Monday.com, Salesforce, or similar).
- Lead planning and execution of ownership and VIP events such as Ownership Weekend, Big League Weekend, and other special gatherings.
- Centralize and maintain CRM data for ownership, partners, and VIP stakeholders, ensuring seamless communication and event coordination.
- Coordinate with the Communications team on public appearances and speaking engagements for the executive team.

Office Management

- Oversee daily office operations to ensure a productive, safe, and welcoming environment.
- Manage relationships with vendors, service providers, and landlords; oversee procurement of office supplies and equipment.
- Serve as the primary contact for all facilities-related matters.
- Maintain a professional and organized office environment that supports productivity and collaboration.
- Manage expense reporting, invoice submission, and procurement activities in coordination with Finance.
- Ensure compliance with safety, security, and facility policies.
- Other duties as assigned.

Qualifications/Requirements:

- Bachelor's degree required.
- 3 years of experience in executive support or office management role; corporate or financial environments preferred.
- Exceptional organizational and time-management skills, with the ability to manage multiple competing priorities in a fast-paced setting.
- Strong written and verbal communication skills; experience interacting with senior stakeholders and external partners.
- Strong proficiency in developing professional presentation decks.
- High level of proficiency in Microsoft Office Suite (PowerPoint, Excel, Word) and Google Workspace (Docs, Sheets, Slides, Calendar, Gmail, Drive).
- Proven ability to handle confidential and sensitive information with discretion and professionalism.
- Self-motivated, proactive, and resourceful, with a collaborative mind-set.
- Valid Driver's License with verifiable safe driving record.
- Flexibility to support occasional needs outside standard business hours.
- Occasional travel may be required.
- Experience with expense management systems (e.g. Concur) is a plus.

**The A's Social Impact & Belonging Statement:**

Social Impact & Belonging are in our organizational DNA. Our commitment to these values is unwavering – on and off the field. Together, we continue to build an inclusive, innovative, and dynamic culture that encourages, supports, and celebrates belonging and amplifies all voices. Combining a collaborative and innovative work environment with talented team members, we've created a workforce in which every team member has the tools to reach their full potential.

Equal Opportunity Consideration:

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.