



The Los Angeles Dodgers currently have a job opportunity for **Coordinator, International Scouting** (*Bilingual in English & Spanish*). Following you will find a brief description of the job and application process. For additional information, please contact TalentRelations@ladodgers.com.

Title: Coordinator, International Scouting (*Bilingual in English & Spanish*)
Department: International Scouting
Status: Full-Time
Pay Rate: \$18.00 - \$21.00/hour*
Location: Glendale, AZ
Reports to: Vice President, International Scouting
Posting Date: February 26, 2025
Deadline: March 2, 2025

**Compensation rates vary based on job-related factors, including experience, job skills, education, and training.*

To efficiently provide administrative support to the International Scouting department and its staff members across the globe.

Essential Duties/Responsibilities:

- Organize and process player/staff contracts and player background checks, investigations, signing bonuses, CEP payments, drug testing paperwork and other related documentation
- Administer International Scouting operating budget, forecasts, invoices and audits
- Assist in onboarding of all International Scouting staff and immigration for first-year international players
- Coordinate with front-office such as Baseball Ops, Legal, Finance, IT, and People Operations as directed
- Coordinate travel for staff/players and submit expense report summaries when necessary
- Orders the department's office supplies and monitors inventory and equipment
- Assist in maintaining accurate information in the International Scouting database
- Provide technical and administrative assistance to staff and troubleshoot when necessary
- Maintain internal master calendar of events
- Administer and verify player registration within Major League Baseball internal systems
- Evaluate and report international prospects as assigned

- Process first-year Uniform Player Contracts
- Monitor the immigration process of all first-year players

Basic Requirements/Qualifications:

- Bilingual in English and Spanish
- 2+ years of experience in operations or administration
- Must have a valid Driver's License, with a verifiable satisfactory driving record
- Proven ability to work effectively with individuals from diverse cultural backgrounds
- Available to work a non-traditional schedule including nights, weekends, and holidays
- Ability to travel domestically and internationally
- Proficient in Microsoft Office (Word, Excel, Powerpoint)
- Technologically savvy with the ability to support basic troubleshooting
- Ability to manage sensitive information with utmost discretion, ensuring confidentiality, privacy and security
- Ability to quickly adapt to new information and technologies
- Highly organized, process-oriented, and self-motivated
- Knowledge of administrative and clerical procedures and systems such as data entry, word processing and handling files and records
- Strong communication skills
- Ability to work independently in a fast-paced environment with attention to detail and a high level of accuracy
- Basic knowledge of the baseball industry
- Bachelor's degree preferred
- Working knowledge of Concur is a plus
- Familiarity of U.S. immigration laws, regulations, procedures, and processes is a plus

Current Los Angeles Dodgers employees should apply via the internal job board in UKG by following these prompts:

MENU > MYSELF > MY COMPANY > VIEW OPPORTUNITIES > select the position > CONSENT > APPLY NOW

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LOS ANGELES DODGERS LLC is committed to the full inclusion of all qualified individuals. As part of this commitment, LOS ANGELES DODGERS LLC will ensure that persons with disabilities are provided reasonable accommodations for the hiring process. If reasonable accommodation is needed, please contact TalentRelations@ladodgers.com.