



The Los Angeles Dodgers currently have a job opportunity for **Assistant, Player Development** (*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: Assistant, Player Development (*Bilingual in English & Spanish*)
Department: Player Development
Status: Full-Time
Location: Glendale, Arizona
Pay Rate: \$15.00 - \$16.00/hour*
Reports to: Assistant Director, Player Development
Posting Date: January 14, 2025
Deadline: January 18, 2025

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

Based at Camelback Ranch in Glendale, Arizona, this position will support the operations and administration of the Player Development department, helping us ensure that our players' needs are met and that our complex operates smoothly. We are seeking a candidate who is a diligent worker and strong communicator with the ability to work well both independently and as part of a team. The ideal candidate will have a passion for administrative and operational work with a strong desire to support people from a variety of backgrounds. Candidate should be willing and able to work nights, weekends, and have the flexibility to adapt availability depending on game schedule.

Essential Duties/Responsibilities:

- Create and maintain Minor League staff and player contact lists and petty cash log. Assist with administrative duties such as per diem distribution, flight arrival and departure logs, mail distribution, etc.
- Serve as liaison between the People Operations and Player Development/Scouting Departments with regards to administration of insurance benefits, taxes, new hire, and contract paperwork
- Assist in flight coordination, manage rooming lists and housing occupancy sheets, and update rosters as needed
- Support foreign players with their transition to the US, including assisting with completion of necessary paperwork and obtaining Social Security cards, Arizona ID

cards, and bank accounts. Schedule appointments, help players complete required paperwork, and accompany them to appointments

- Maintain, update, and archive player bio information and ensure accuracy of data
- Transport staff and players as needed to and from airport and daily from Camelback Ranch to the team hotel
- Assist other Baseball Operations departments as needed throughout the year, including liaising between Major and Minor League building operations during Spring Training, etc.
- Track mandatory trainings for all players (sexual harassment, domestic violence, etc.)
- Submit termination paperwork for free agents (HRIS transactions, COBRA)
- Responsible for free agent onboarding, tracking, and the collection of documents
- Ad hoc assignments from Player Development personnel
- Other duties as assigned

Basic Requirements/Qualifications:

- Bilingual in Spanish & English required
- Must have a valid Driver's License, with a verifiable satisfactory driving record, and safely operate a company supplied motor vehicle, daily, for duties related to this position
- Must be able to lift and carry objects up to 25 pounds
- Able to write routine correspondence with careful attention to detail
- Ability to perform multiple tasks in fast paced environment
- Proficient in Microsoft Office
- Ability to work nights, weekends and holidays as needed
- Ability to work frequent overtime. Overtime compensation will be provided according to company policy and applicable laws
- Ability to actively listen and demonstrate empathy towards player and staff needs
- Bachelor's degree preferred
- Knowledge of US immigration process strongly preferred
- Knowledge of baseball and passionate about sports preferred
- Experience working in game management/operations preferred

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 pops@ladodgers.com.