

## NEBRA Administrator Job Description

1. Administer Race Permitting
  - a. Host the annual promoter's meeting
  - b. Work with race promoters to develop the annual race schedule/calendar
  - c. Facilitate discussion when date conflicts present
  - d. Ensure consistency among races
  - e. Publish calendar to website
  - f. Work with promoters to establish guidelines and choose the events for State and Regional Championships.
2. Oversee rider upgrades including:
  - a. Evaluation of rider resumes and upgrade requests
  - b. Promptly complete online processing of rider upgrades
  - c. Review results for mandatory upgrades
3. Coordinate with Diane Fortini, Officials Scheduler and Trainer
4. Oversee NEBRA's social media presence. Work with NEBRA's Social Media Director to:
  - a. Increase awareness of NEBRA, our role, and the benefit the organization provides to racers and promoters in New England
  - b. Increase social media presence for delivery of information and community cohesion
  - c. Ensure Social Media Director is delivering on actionable items
5. Define and implement a NEBRA branded race series.
  - a. Include series by type: Crit, Circuit, RR?, Stage?,
  - b. Include series for Women, Masters, Juniors?
  - c. Solicit sponsorship for the series and administer budget, points, awards, etc.
  - d. Advertise and promote the series to racers and promoters
6. Develop Race Director Handbook/Manual
  - a. Work w/ race directors to standardize races - flyers, race categories, duration of races, fees, payouts, etc.
  - b. Develop standard template for race promotion
  - c. Serve as a resource in the overall process of race promotion - questions, paperwork, resources, working with USAC, etc.
7. Club Renewal and Growth
  - a. Work with New England clubs to grow the sport through NEBRA membership
  - b. Expand NEBRA membership

- c. Find ways to integrate the 'teams' into race promotion
  - d. Grow the Junior and Women's participation.
- 8. Collegiate
  - a. Bring local collegiate riders into clubs
- 9. Put in place a funding process for the NEBRA administrator's salary going forward

Requirements:

- Must be willing to travel to NE races through the season (road and CX), do site visits for any new events or existing events that make major changes to their courses.
- Should be a current or recently active racer, race promoter, or official in New England.
- Must have proficient knowledge of current USAC rules and New England racing.
- Experience with project management, communication, conflict resolution preferred
- Strong interpersonal skills and ability to promote NEBRA's mission.
- Must be organized and respond to the community in a timely manner