



Red Sail Sports is inviting applicants for the position of Program Coordinator

The successful applicant will work in collaboration with our overseas partner ETHOS Event Collective. ETHOS Experience + Design is the creative hub behind program development and design for corporate groups traveling to Grand Cayman for meetings and incentive events. This role will require working evenings, weekends, and holidays.

The individual is responsible for the accuracy and timely submission of creative and strategic offerings in proposals and subsequent contracts of client and hotel partner services.

Duties include (But not limited to)

- Collaborate and strategize with Business Development to generate creative content and accurate pricing for client proposals, site inspections and contracts according to pre-determined deadlines that accurately reflects the services requested.
- Responsible for supplier outreach and management, and community engagement
- Act as a liaison with operations during final program development and fulfillment.
- Ongoing client interaction and support in the office and on-site when needed.
- Contact and confirm vendor and supplier services/products with accurate pricing within the assigned time frame; incorporate into costing; then provide accurate pricing for all services provided.

Job skills and requirements

- Driver's license
- Proven ability to work in a fast-paced environment and manage multiple projects.
- Ability to prioritize tasks based on revenue potential.
- Desire to contribute significantly to the growth of the business and community.
- Ensure that all company policies are followed and that company objectives, marketing goals, sales goals, and customer satisfaction survey scores are met.
- Excellent communication skills, written and verbal.
- Previous experience in design and events
- Strong creative writing skills.
- Excellent organizational skills and attention to detail.
- Knowledge of destination offerings, willingness to self-learn, desire to stay ahead of industry trends and market changes.
- Strong desire to network and create industry connections for the department and the company.
- Proficiency in client relations, proposal writing, detailed budget management, event design, contract management, and vendor relations.
- Willingness and flexibility to travel to support tariff and team development and training
- High level of proficiency in Microsoft Office software, diagramming software and sales management software

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