

Job Title: FIDE Events Manager

Job Type: Exempt

Hours: Full Time (40+ hours/week, with some weekends and evenings)

Location: Base is Crossville, Tennessee; Teleworking Allowed

### Key Responsibilities

- Coordinating the attendance of U.S. players and officials at international events.
- Handling inquiries and disseminating information to interested players, parents and coaches regarding the following FIDE youth events.
  - World Youth Championships
  - World Cadet Championships
  - Pan-American Youth Championships
  - World Youth U16 Olympiad
  - FIDE Olympiad
  - World Senior Team Championship
- Traveling to various international events as a representative of US Chess and reporting on same
- Processing FIDE rating reports, FIDE federation transfers, titles and licenses.
- Processing the licensing requests of FIDE arbiters, trainers and organizers.
- Submitting FIDE rating reports.
- Submitting USA players' titles requests to FIDE.
- Coordinating FIDE federation transfers for players, to and from USA.
- Serving as the liaison to the FIDE Events Committee.
- Providing staff liaison support to other various US Chess Committees as assigned.
- Reviewing and processing visa letter requests sent to US Chess.
- Processing tournament director certification requests and examinations.
- Other projects as assigned by the Director of Events or Assistant Director of Events.

### Requirements

- US Chess rating.
- National Arbiter (NA) certification with FIDE.
- Proficiency with FIDE rules and regulations for players, arbiters and tournaments.
- Excellent customer service skills that highlight strong communication, diplomacy, rapid response, teamwork and ability to think on one's feet.
- Availability to travel to domestic and international events as required.

### Preferences

- Bachelors' degree.
- FIDE Arbiter (FA) or higher certification with FIDE.
- Experience in organizing FIDE events.

The Director of Events will be the primary backup for the duties of the FIDE Events Manager. The Assistant Director of Events will be progressively trained to be an additional backup for the duties of the FIDE Events Manager.