

About Urban Soccer Park:

Urban Soccer Park is the leading manufacturer of small-sided soccer and multi-court spaces, dedicated to creating beautiful community gathering places. Our mission is to increase access to dynamic spaces for people of all ages and skill levels to connect through sports. We work with local manufacturers in Boise to bring our fields to life, and our warehouse team ensures each piece is ready for installation in diverse locations from backyards in California to rooftops in New York City.

Job Description:

Urban Soccer Park is seeking a meticulous and reliable Sales & Service Coordinator to join our team. Reporting directly to the Sr. Vice President, Strategic Partnerships, you will play a crucial role in supporting the day-to-day operations of the business development team. This role is ideal for someone who thrives in a structured environment, values consistency, and has a strong attention to detail.

Roles & Responsibilities:

- **Sales & Administrative Support:** Assist the SVP, Strategic Partnerships with daily tasks, ensuring smooth and efficient operations.
- **Virtual Sales Calls:** Attend virtual sales calls with the SVP, take detailed notes, and prepare follow-up communications for clients.
- **Pipeline Management:** Guide prospects from initial contact through the early stages of the sales funnel, ensuring a seamless handoff to the SVP for deal execution.
- **CRM Management:** Maintain and update standards in Hubspot CRM, ensuring accurate and current records of client communications.
- **Sales & Marketing Materials:** Manage and update sales and marketing collateral, following documented processes.
- **Content Organization:** Organize content assets from project completions, including photos and videos.
- **Renderings Queue:** Manage the queue and delivery of new project renderings.

Requirements:

- Bachelor's Degree in business, marketing, communications, or a related field preferred
- Experience with MS Office or Google Documents
- Experience working with a CRM database (Hubspot preferred)
- Experience creating sales & marketing materials (Canva preferred)
- High accountability for performance
- Ability to work independently and prioritize multiple tasks
- Superb organizational skills and attention to detail
- Excellent communication skills and comfort with client-facing communication
- Must pass a background check, and drug test, and be authorized to work in the US full-time for any employer

What We Offer:

- Competitive base salary plus bonus plan

- 401k with company match
- Comprehensive health benefits package including dental and vision
- Paid Time Off, Sick Leave, Wellness Days, and Paid Holidays
- Advancement opportunities within the organization
- Focus on employee development
- Work hard, play hard environment

Job Details:

- Full-Time, exempt position
- Located at our Boise, ID headquarters
- Standard working hours are 9:00 am - 5:00 pm, Monday through Friday

If you are a detail-oriented individual who thrives in a structured environment and enjoys supporting a dynamic team, we encourage you to apply for the Sales & Service Coordinator position at Urban Soccer Park. Join us in our mission to create outstanding soccer facilities and foster community engagement.

To Apply:

Please submit your resume and a cover letter detailing your relevant experience and explaining why you are the perfect fit for this role. All candidates must complete our company survey at this link to have their application considered:

[Candidate Survey - Sales & Service Coordinator](#)

Urban Soccer Park is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.