



Example of Executive Coach Job Description

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Our innovative and growing company is looking to fill the role of executive coach. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for executive coach

- Assists the Head Football Coach in all areas, including day-to-day operations, scheduling, internal and external communications, office management and administration
- Maintain, edit and disseminate head coach calendar
- Responsible for all logistics and scheduling for head coach travel
- Maintain head coach's personal and professional contacts
- Assist in event planning for all football functions
- Plan and facilitate all VIP, donor and guest appointments
- Assist with all correspondence, distribution, replies and filing
- Assist head coach with personal appearances and off-season engagements
- Complete special projects as assigned by head coach, including family engagements
- Administratively report to the Associate Athletic Director for Football

Qualifications for executive coach

- Must be able to establish and maintain positive working relationships with athletic department staff, coaches and student-athletes
- Must possess outstanding interpersonal and communication skills -- verbal and written
- Ability to travel with football team and head coach
- Ability to work weekends during competitive season(s)
- Coaching experience with professionals/executives in a business environment

