



SAINT IGNATIUS

Cleveland • Jesuit • 1886

Position Profile: Communications Coordinator, Athletics

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking a Communications Coordinator for Athletics. As a member of the Communications Department working closely with the Athletic Department, the coordinator meets all marketing, promotional, and event coverage needs for 16 sports and the athletic program as a whole. The coordinator contributes to the school's overall communications strategy, working closely with colleagues in the Communications Department and coordinating with athletics, admissions and alumni relations. The ideal candidate will be an excellent communicator with a strong knowledge of a variety of sports and athletics and will bring work experience from a sports information office or an athletic environment. Exceptional organization, writing and design skills with a strong attention to detail are keys to success in this fast-paced job. This is a 12-month position working through the calendar year and reports to the Director of Marketing and Communications.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating "Men for Others" for 125 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Maintain and update ignatiuswildcats.com to include uploading schedules, scores, coaches' bios, summer camp registration and school records.
- Manage all athletics social media accounts.
- Serve as co-moderator of the Saint Ignatius Broadcast Network (SIBN), mentoring and advising student-broadcasters.
- Oversee all athletic event coverage, including:
 - Producing pre-game programs (for select home sporting events)
 - Coordinating SIBN broadcasts
 - Producing or assigning live social media updates for home or playoff events; coordinating coverage of away events (with SIBN students, team managers, coaches or parents)
 - Managing post-game coverage, including writing or game recaps and posting of scores to athletics website (with SIBN students)

- Providing live, in-game updates at home and playoff games. Orchestrating social media coverage of road games through student managers, coaches, or parents.
- Writing game recaps for ignatiuswildcats.com and working with contributing writers to edit and publish stories.
- Manage relationships with Athletic Department staff and the coaches of all 16 teams to define the tone and theme of coverage of each sport while ensuring brand consistency.
- Advertise and promoting summer sports camps.
- Coordinate athletics media coverage, working with members of the media to arrange interviews with student-athletes and coaches.
- Produce annual football media guide, programs for other sports and weekly game notes.
- Serve as executive producer of the gameday experience (the Saint Ignatius marketing initiative) for home football games: produce videos for the scoreboard, direct the PA announcer, manage design and installation of stadium signage, coordinate giveaways, and manage in-game contests and fan interaction.
- Manage design and ordering of all athletics signage for Wasmer, Kyle and McLaughlin fields and the MAC.
- Serve as chief photographer when needed at home events and coordinate photo coverage with freelance or volunteer photographers to have pictures of at least one game per sport, per year.
- Contribute to each issue of Saint Ignatius Magazine, conceptualizing and writing the sports feature; write feature stories for the school website and eNewsletters.
- Assist Communications Department colleagues with overall school marketing efforts and event coverage.
- Champion correct usage of graphics standards, brand and corporate guidelines. Protect and promote the school brand and identity.

Qualifications:

- Bachelor's degree in Marketing, Journalism, Communications or related field
- 1-2 years experience in an athletics environment, particularly a sports information office, with a track record of collaboration among students, coaches, members of the media and fans
- Understanding of brand adherence and visual and editorial identity standards
- Proficiency with CMS, social media, Adobe InDesign and Photoshop, Final Cut Pro, and Microsoft Suite
- Familiarity with and appreciation for the role of high school athletics
- Ability to work nights and weekends

In addition, qualified candidates will also possess:

- Excellent writing and communication skills

- Proven project management ability
- Ability to create and execute communications plans
- Proven track record as a goal-oriented team player
- Ability to meet deadlines and juggle multiple priorities
- Motivation as a self-starter
- Commitment to Catholic faith and Jesuit spirituality

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

- The Catholic faith is highly valued.
- People are believed in, honored and cared for.
- The natural talents and creative abilities of persons are recognized and celebrated.
- Individual contributions and accomplishments are appreciated.
- Everyone is treated fairly and justly.
- Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
- Each person finds the challenge, encouragement and support needed to reach their fullest individual potential for excellence.
- We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by

Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Submit electronically a letter of interest and resume to: sihsposting10@ignatius.edu

Deadline: November 20, 2020

Candidates are encouraged to visit the Saint Ignatius website: www.ignatius.edu