

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Sports Information Associate
Department:	Athletics
Reports to:	Athletic Director
Date:	11/6/2020

Job Status:

Exempt <input type="checkbox"/>	Non-Exempt <input checked="" type="checkbox"/>
Full-time <input type="checkbox"/>	Part-time <input checked="" type="checkbox"/>

General Summary

What is the primary purpose of this position?

The Sports Information Associate at St. Francis Catholic High School is responsible for disseminating accurate and timely information regarding St. Francis Catholic High School Athletics to school stakeholders, the public, and the media. This position is a temporary, non-exempt, part-time administrative position with no coaching duties.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Maintain athletic website (GoTroubies.com) via Presto Sports, ensuring a user-friendly, aesthetically pleasing, online access for stakeholders to obtain adequate and accurate information regarding all sports programs and significant athletic achievements by alumnae.
- In collaboration and with school communications, maintain a regular St. Francis Catholic High School athletic presence on relevant social media forums (Facebook, Twitter, Instagram, etc.) and MaxPreps.
- Compose and disseminate press releases to local, regional, and state media on all significant St. Francis Catholic High School sports events/stories, National Signing Day, College Commitments, etc..
- Provide required sports information to CIF and CIF Sac-Joaquin officials.
- Provide sports information to the Marketing Department for publications.
- Assist the Athletic Director with the submissions of student members of the Sports Media Club, including quality control and editing.
- Support selected game day operations with pregame scripts, game programs, and Scoreboard graphics.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

St. Francis
CATHOLIC HIGH SCHOOL 
Job Profile

Education:

- Bachelor's degree in Communications, Journalism, English, or related field required.

Job experience:

- Experience in strategic communication in sports, media/public relations, journalism, and/or sports management.
- Experience in a collegiate or high school sports information office preferred.
- Experience in game or event management.

Technical/Functional skills:

- The ability to write for publication (knowledge of AP style and how to compose press releases and features)
- Skillful and knowledgeable in the management of websites and social networks for an organization and publication platforms
- Proficiency in digital photography, Adobe Creative Suite (Photoshop, Indesign, Illustrator)

Other Requirements:

- Other duties may be required as needed.