

Job Opening - Sports Information Director (part-time)

Circle City Conference: Bishop Chatard, Brebeuf Jesuit, Guerin Catholic, Roncalli High School, Heritage Christian, Covenant Christian

Position description:

The Circle City Conference, which began competition in the 2016-17 school year, seeks a part-time Sports Information Director to manage the Conference's website, social media, and other media and communications efforts.

Responsibilities:

- Maintain website: schedules, results, links, news, conference info, ad space
- Social media presence: twitter/facebook/instagram
- Serve as communications/media point of contact (not spokesperson, but facilitator and front line contact for questions)
- Draft press releases, facilitate media stories
- Plan & execute marketing strategies
- Management of a budget for this work
- Market research - awareness of other conferences' strategies and reach
- Attend meetings of the Conference as necessary

Necessary Skills:

- Social media & web management
- Writing skills
- Working with media

Measurements of effectiveness:

- Quality of web presence
- Social media metrics
- Web hits
- Earned media (news articles etc)

Term of agreement:

July 1, 2020 – June 30, 2021

To apply:

Please send a resume and letter of interest to Ted Hampton, Brebeuf Jesuit Athletic Director, at thampton@brebeuf.org. Application deadline is May 15, 2020.