

Job Posting: Communications Coordinator

Organization: Badger Region Volleyball

Location: Pewaukee, WI (with remote flexibility)

Status: Part-Time (20 hours per week)

Reports To: Senior Director, Programming and Communications, Badger Region Volleyball

Summary:

Badger Region Volleyball is seeking a dynamic and creative Communications Coordinator to elevate our brand presence and engage our community through effective communication strategies. This role will focus on social media management, content creation, and event support to promote our mission, programs, and events.

Essential Duties and Responsibilities include but are not limited to:

- **Social Media Management:**
 - Develop and implement a comprehensive social media strategy.
 - Create engaging content, including videos and reels.
 - Monitor trends and analytics to optimize engagement.
- **Content Creation:**
 - Produce high-quality written and visual content for various platforms.
 - Assist with marketing materials and communication plans.
- **Event Support:**
 - Provide on-site administrative and promotional support for events.
 - Capture and share event highlights through photos, videos, and social media.
- **Awards and Recognition Programs:**
 - Coordinate and promote awards and recognition programs.
 - Assist with the annual Thank-A-Thon.

- **Club Support:**
 - Provide marketing and communications assistance to member clubs.
 - Develop resources and tools to enhance club communication efforts.
- **Other Duties:**
 - Assist with media relations and press releases.
 - Maintain and update the website and online presence.

Qualifications & Requirements:

- Associate's or Bachelor's degree in Communications, Marketing, Journalism, or a related field preferred.
- Proven experience in social media management and content creation.
- Experience with graphic design and video editing software is a plus.
- Strong writing and communication skills.
- Familiarity with volleyball or sports organizations is a plus.
- Upon selection, the communications coordinator will be required to:
 - Obtain a complimentary Badger Region/USA Volleyball membership.
 - Pass a USA Volleyball background screen.
 - Complete SafeSport training.

Skills:

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Ability to take photographs and capture video footage
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite, Adobe Creative Suite or Canva, and social media platforms.
- Creativity and a passion for storytelling.
- Adaptability and willingness to learn.
- Sense of humor and fun while willing to work hard.

Compensation:

- Starting part-time at \$20/hour
- Flexible hours, including non-traditional schedules. Must have access to a vehicle and travel independently to events.

To Apply:

Interested candidates should submit a resume, brief cover letter, two references and portfolio (if applicable) online via the application here:

<https://badgervolleyball.org/communication-job-posting/>. Email submissions are not allowed. Please direct all questions to Executive Director Jennifer Armson-Dyer at jarmsondyer@badgervolleyball.org.

Deadline: Applications must be received no later than January 13, 2025.

Badger Region Volleyball Association is committed to providing equal employment opportunities for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age. We strongly encourage applications from female and minority candidates and others that will enhance our community.

Mission: The Badger Region Volleyball Association promotes initiatives for safe, structured and fun life-long volleyball experiences.

About: Badger Region is one of the 40 regions of USA Volleyball (USAV), which is recognized by the United States Olympic and Paralympic Committee (USOPC) as the National Governing Body (NGB) of volleyball in the United States. USA Volleyball provides the highest level of child protection training and standards in the industry, as mandated by Congress.

Essentially, Badger Region Volleyball Association is the Wisconsin chapter of USA Volleyball and the premier volleyball authority in the state. Whether you are a junior player or an adult, an official or a fan, a parent or a coach, we believe our organization can provide you with a high-quality and educational experience in the volleyball world. We prioritize child safety, safe and welcoming environments, and skills for a life-long volleyball experience. **Diversity, equity and inclusion** is also a priority in the Badger Region.

The Badger Region Volleyball Association is a 501(c)3 nonprofit organization as recognized by the State of Wisconsin. For more detailed corporate documentation and policies, please see our **Corporate Documents**. To better understand what Badger Region controls and how it interacts with USAV, **click here**.