



**POSTING FOR THE POSITION OF**

**Coordinator of Sports**

**October 18, 2019**

NOTICE IS HEREBY GIVEN that the National Federation of State High School Associations is posting a Coordinator of Sports position for consideration. This position will remain open until Friday, November 1, 2019.

The Coordinator of Sports will work closely with the Director of Sports in editing publications and facilitating the implementation of rules for softball, swimming and diving, and water polo. This position will also assist in promoting inclusion for students with disabilities.

**Required qualifications:** Bachelor's Degree

Submit letter of application and resume by November 1, 2019 to Mautrice Meriweather, Chief Talent Officer at [employment@nfhs.org](mailto:employment@nfhs.org).



JOB DESCRIPTION

<b>POSITION TITLE:</b> Coordinator of Sports	<b>FLSA STATUS:</b> Non-Exempt
	<b>REPORTS TO:</b> Director of Sports
	<b>SUPERVISES:</b> None

**GENERAL DESCRIPTION OF POSITION:** The Coordinator of Sports works closely with the Director of Sports in editing publications and facilitating the implementation of rules for softball, swimming and diving, and water polo. This position also assists in promoting inclusion for students with disabilities.

**ESSENTIAL AND RELATED JOB RESPONSIBILITIES:**

- Assist in proofing all publications (including rule books, case books, exams and questionnaires), correspondence with committees; makes edits as necessary.
- Coordinate the process of developing electronic meeting materials and uploading to the online system.
- Write job-related articles for NFHS Web posting.
- Provide job-related content for social media platforms.
- Coordinate travel itineraries and materials for committee meetings.
- Facilitate the exchange of correspondence between the NFHS and committees/state association staff.
- Assist in compiling speakers and moderators for Athletic Directors Conference and Summer Meeting.
- Maintain departmental contacts in various NFHS directories.
- Other duties as assigned.



JOB DESCRIPTION

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Computer knowledge: Microsoft Office Software Applications, Web interface programs, and video editing.
- Basic operation of copy machine, printer, and scanner.
- Proofreading: thorough knowledge of grammar and spelling.
- Communication: Excellent verbal and written communication skills – phone etiquette, customer service.
- Ability to multi-task and stay organized.

**REQUIRED QUALIFICATION:**

- Bachelor's Degree