



**Job Title:** Athletic Administrative Assistant & Social Media Coordinator

**Department:** Athletic Dept.

**Contract Period:** 12 Months

**Reports to:** Athletic Director

### **Job Summary:**

This position plays a vital role in the St. Agnes Academy-St. Dominic School Athletic Department by providing administrative support and leading social media engagement. This dual-role position ensures the smooth operation of the athletic office and boosts visibility of athletic program successes by creating dynamic and engaging social media content that highlights the accomplishments of our teams and student-athletes.

### **Essential Duties and Responsibilities:**

- Serves as the primary administrative support for the Athletic Office
- Works with Business Office to ensure timely payment of bills and manage the Purchase Order process
- Maintains rosters and schedules for TSSAA compliance and PE credits
- Maintains athletic calendar of events
- Fields inquiries from parents, coaches, and staff regarding athletic participation, registration, and requirements
- Manages the school's online athletics registration site
- Provides logistical support for team travel, event planning, and TSSAA compliance
- Assists in managing game day operations including field/facility preparation, cleanliness, equipment set-up, and recruiting game day volunteers.
- Collaborates with staff and coaches to coordinate special events such as Senior Nights, College Signings, and Athletic Awards Ceremonies
- Supports the planning and execution of tournaments and hosted events, including the Turkey Shoot Basketball Tournament
- Develops and executes a strategic social media calendar to promote teams, athletes, and athletic events
- Creates engaging content (graphics, videos, stories) for platforms including Instagram, Twitter, Facebook, and school apps

- Collaborates with the school's Communications team to align athletic messaging with broader marketing efforts and to ensure branding guidelines are consistent across all platforms.
- Designs promotional materials for events, fundraisers, and athletic initiatives
- Captures and archives photos and videos from games and practices for marketing and historical purposes
- Performs other duties as required

### **Additional Expectations:**

- Be a positive and collaborative team member who contributes toward the best interest of the student-athletes and the school
- Build strong relationships with students, parents, and colleagues
- Establish and uphold expectations that support student-athletes in their development
- Be open to feedback and committed to professional growth
- Engage in professional learning, including attending department meetings
- Support school policies and the teachings of the Catholic Church in word and actions
- Uphold the school's Four Pillars of Prayer, Study, Community, and Service

### **Qualifications:**

- Strong administrative, organizational, and communication skills
- Proficiency with Google Workspace, Microsoft Office, and media management platforms
- Experience with social media platforms, Canva, Gipper, or similar tools preferred
- Familiarity with athletics operations preferred
- Ability to work evenings and weekends as needed for games and events

The ideal candidate is energetic, people oriented, and excited about the opportunity to work collaboratively in an inclusive, values-based, Catholic, independent school community.

Click [HERE](#) to submit an application and upload a resume and cover letter. Competitive compensation and a full benefits package are available.

St. Agnes Academy-St. Dominic School is a Catholic, independent PK2–12 school in Memphis inspired by the Dominican pillars of Study, Prayer, Community, and Service. We prioritize all relationships while preparing our students for their future. Our innovative and caring faculty is committed to growing well-balanced students—mind, body, and spirit—in a supportive faith-filled environment.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individuals to apply.