



Communications Coordinator Job Description

Organizational Overview

First Tee Greater New Orleans is part of a network of 150 Chapters in the International First Tee non-profit youth development organization. First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop life-enhancing values such as honesty, integrity and sportsmanship through golf and character education. By engaging young people in a combination of life skills, leadership, and golf activities, they are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community and beyond. First Tee Greater New Orleans Chapter was established in 2005. The education program is offered at 13 golf courses, 60 elementary schools and 2 youth centers in the New Orleans community.

Mission Statement

To impact the lives of young people by providing educational programs that builds character, instills life-enhancing skills and promote healthy habits through the game of golf.

Job Summary

The primary responsibilities of the Communications Coordinator include managing the day to day marketing and communication duties as well as administrative functions of the organization, supporting and assisting the Executive Director and the staff with participant and parents activities and events.

Essential Duties and Responsibilities

- Provide custom reports using Salesforce to sort and compile program data, narratives, and information
- Maintain office inventory to including ordering office and program supplies as needed
- Develop and maintain external parent communications calendar with support and feedback from program staff
- Assist with creating marketing materials for events, meetings, outreach activities and participant recruitment
- Manage the website and all social media sites and coordinate technology needs for participant registration
- Maintain and update all social media content, to include Facebook, Twitter and Instagram and LinkedIn
- Create documents using all Microsoft applications as well as Adobe in Design, Canva and other applications
- Serve as liaison to represent and partner with other non-profit agencies at community events and activities
- Maintain bookkeeping and accounts - receivables/payables/invoicing/business receipts
- Generate financial reports for leadership and board review
- Reconcile participant registration dues, fees and payments on a weekly basis
- Checks management – create manual checks as requested, obtaining signatures, etc.
- Provide administrative support to the Executive Director and program staff as needed

Required Qualifications/Skills

Bachelor's Degree in general business, management, marketing, or related field

Minimum of 1 year experience with QuickBooks application

Minimum of 1 year experience using a CRM platform, preferably Salesforce

Knowledge and experience using WordPress or similar open-source content management system

Strong oral and written communications skills

Excellent critical thinking skills

Strong organizational skills

Preferred Skills

Experience with youth-serving organizations

Knowledge or interest in the game of golf or golf management

Reports to: Executive Director

Supervises: All office volunteers and interns

Job Classification: Fulltime/Exempt

Work Shifts: M-F, 9am-5:30pm and some afterschool and/or special event hours may be required.

Compensation and Benefits: Commensurate with education and experience. Fringe benefits effective upon hire.

To Apply

Submit a cover letter, current resume and (3) professional references to chip@firstteenola.org. Applications will be accepted until the position is filled.

EEO Statement

First Tee Greater New Orleans is an Equal Opportunity Employer