



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 build character, instill life-enhancing skills and promote healthy habits through the game of golf.

Job Summary

The primary responsibilities of the Communications Coordinator is to coordinate and proactively support programming and development of the Chapter that includes but is not limited to administrative duties and functions, social media communications, planning and execution, and directly supporting and assisting the Executive Director as well as the Program and Development Managers, and on occasion, serving as a Life Skills Coach.

Essential Duties and Responsibilities

- Provide custom reports using Salesforce to sort and compile program data, narratives, and information
- Support Development Manager with revenue input into fundraising tracking systems such as Network For Good
- 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 social media content for events, outreach activities and participant recruitment
- Maintain all social media sites with updated content, to include Facebook, Twitter and Instagram and LinkedIn and coordinate technology needs for participant registration
- Create documents using all Microsoft applications as well as Canva and other applications
- Serve as liaison to represent and partner with other non-profit agencies at community events and activities
- Reconcile participant registration dues, fees, and payments on a weekly basis
- Provide administrative support to the Executive Director and program and development staff as needed
- Participate occasionally as a Life Skills Coach (training to be provided)
- Other duties as directed

Required Qualifications/Skills

- Bachelor's Degree in general business, management, marketing, or related field preferred
- 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
- Strong social media skills

Preferred Skills

Experience with youth-serving organizations

Knowledge or interest in the game of golf or golf management

Passion for creating opportunities for the children in our community

Reports to: Executive Director

Supervises: All office volunteers and interns

Job Classification: Full Time/Exempt

Work Shifts: M-F, 9am-5:30pm in-person and some after-school and/or special event hours may be required and weekend events and activities.

Compensation and Benefits: Salary commensurate with education and experience. Health and Fringe Benefits offered upon eligibility: Medical/Dental/Vision/Retirement/PTO/Paid Holidays/Company Technology

To Apply

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

Equal Employment Opportunity Statement:

First Tee Greater New Orleans is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal/state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference, or veteran status.