



TVCC is a comprehensive community college dedicated to promoting student success.

## RECRUITMENT ANNOUNCEMENT

### Sports Information Coordinator

**PAY** - \$40,000

**JOB TYPE** – Full Time

**DEADLINE** – Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** – Athletics

**REPORTS TO** – Athletic Director

**Come work for us!** Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employee's contributions to its success!

**A little about us...** TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

#### **POSITION SUMMARY**

The Sports Information Coordinator advances the mission, visibility, and reputation of TVCC Chukar Athletics by leading strategic communications, digital media, branding, and public information efforts for all athletic programs. This position serves as the primary steward of athletic storytelling and brand management, creating engaging content across web, social media, graphic design, video, and promotional platforms to enhance student-athlete recognition, community engagement, recruitment, and institutional awareness. Through collaboration with coaches, college leadership, marketing personnel, media partners, and the Northwest Athletic Conference (NWAC), the position ensures timely, accurate, and compelling communication while supporting game operations, compliance requirements, special events, and the overall success of the student-athlete experience.



## **QUALIFICATIONS**

**MANDATORY:** Associate's Degree and/or a minimum of two years of work experience which demonstrates the knowledge, skills and abilities to perform the duties listed. Proficient use of internet and computer word and spreadsheet programs. Able to work independently to meet deadlines.

**PREFERRED:** Bachelor's Degree. Prior working experience in Athletics or coaching to best understand the needs of our student-athletes and coaches as it refers to maintaining timeliness in work functions.

## **ESSENTIAL FUNCTIONS**

Coordinate media day photography sessions with potential photographers for all athletic programs. Retain and utilize media day photography for the creation of social media and other athletic department graphics.

Create gameday, signee, final score, etc. graphics via various software including InDesign, Photoshop, Photoshop Elements, lightroom, Gipper, Boxout, etc.

Maintain an updated and accurate website on Presto Sports, including rosters, team and individual photos, biographies, schedules, pre- and post-game articles, human interest stories, statistics, sponsorship information, etc.

Maintain and serve as the lead for all social media accounts for the Athletic Department. Incorporate the department's graphic design software with all social media accounts so that postings can be created and scheduled for an exact date and time.

Work from a daily job flow diagram, provided by/under the direction of the Athletic Director to ensure time sensitive duties are accomplished daily, such as updated final scores, statistics submission processes, etc. to ensure conference compliance.

Game management, in coordination with the Director of Athletics and Athletics Coordinator, including pre-game and post-game duties: creating game roster and programs, creating graphics for jumbotron and scorer's table, creating announcer script, creating half time update posts, overseeing all technical aspects of the sports contest in support of announcers, statisticians, and score keepers.

In coordination with the Director of Athletics, assist with NWAC compliance and health and safety compliance as outlined by the NWAC.

Create and maintain historical record books by sport and ensure that records are current with the digital touchscreen trophy case.

Create all marketing materials for special events such as the Turkey Trot, Golf Tournament, Hall of Fame Ceremonies, Meet the Players, etc.

In collaboration with the TVCC Public Information Officer (PIO) serve as the information source for the Athletic Department. For instance, this position is responsible for communication to the local media regarding game changes or cancellations, weather closures, etc. Maintain a list of all informational entities that must be contacted in case of such an event.

Meet with coaches monthly to discuss the tone and direction of their team's direction of the website and social media platforms to determine special interest stories, moving on to 4-year school stories, team GPA and other accomplishments articles.

Work with the institutional PIO to ensure they are aware of important athletic news. Work with the PIO to ensure that athletics is represented on the digital billboard in town.

Meet regularly with the College Marketing and Public Information team to ensure collaboration and alignment with marketing and public information initiatives.

In collaboration with the Director of Athletics, serve as the brand manager and resource to ensure athletic programs are in line with Athletic brand expectations.

Learn and utilize all software platforms within the Athletic Department, including Presto Sports, Go Gipper, AI Fanword, Hoot Suite, Dragon Fly Athletics, etc.

Create bios, informational pieces, graphics, and videos for Hall of Fame induction ceremonies.

Collaborate with the Information Technology department as necessary.

May be asked to serve on college committees and/or councils.

Will perform other duties as assigned.

### **WORKING CONDITIONS**

Usual office working conditions. The noise level in the work environment is typical of most office environments. Evening and weekend hours will be required for game management, meetings or specific campus events.

### **TERMS OF EMPLOYMENT**

This is a full-time, Professional, exempt position.

### **VETERANS PREFERENCE**

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

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### **TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.