



Athletics Media Relations Assistantship (Volunteer)

About College of the Holy Cross:

Founded in 1843 in Worcester, Massachusetts, the College of the Holy Cross is among the nation's leading liberal arts institutions. A highly selective, four-year, exclusively undergraduate college of 2,800 students, Holy Cross is renowned for offering a rigorous, personalized education and Division 1 Intercollegiate Athletics.

Holy Cross highly values the unique skills, perspective, talents and passion that each employee contributes to its learning community. To work at the College is to accept an invitation to participate in the growth and development of all campus members -- students, faculty and staff -- in a community marked by freedom, mutual respect and civility. Job candidates of all ethnic, racial and religious backgrounds who embrace the open and inclusive culture of Holy Cross are welcome and encouraged to apply.

Job Summary

The Athletics Media Relations (AMR) Assistant is responsible for assisting with the execution of the media and public relations plans for all 27 of our Division 1 programs. This position is responsible for assisting with the overall operations of GoHolyCross.com. Serve as the primary media relations contact for select sports with responsibilities that include, but are not limited to, working as the primary liaison with media relations contacts; writing press releases; championship preparation and coverage; and administering athletic (regular season and postseason) and academic awards programs in those sports.

Major Areas of Responsibility

- Provide administrative support to the communications department, including but not limited to, compiling schedules for conference website; updating record books; and compiling data.
- Work closely with day-to-day media relations duties regarding Women's Soccer, Men's and Women's Track and Field, Men's and Women's Swimming, Cross Country, Women's Hockey and Softball.
- Design and edit Holy Cross publications for all assigned sports and other sports with a focus on records books and Year in Review.
- Creating original content for the official website GoHolyCross.com and various social media platforms, including but not limited to writing feature stories, Q&As and more.
- Provide pertinent information to assist in production of games and studio shows for the Patriot League Networks
- Proactively pitch Holy Cross storyline
- Direct and coordinate all revenue related special events, including award show, golf tournaments, team alumni events,
- Assist with the Players of the Week selection process.
- Archival of press releases and statistics for historical purposes.
- Assist with updating social media platforms (e.g., Twitter, Facebook, Instagram, Google+).

Minimum Qualifications

- Bachelor's Degree in Communications, Journalism or related field.
- Some experience in professional or intercollegiate athletic environment.

- One to two years' experience working in the media relations/public relations.
- Experience managing a small team and working cross-functionally to achieve department goals.
- Strong research and analytical skills, with an ability to identify trends, draw valid conclusions and make insightful recommendations.
- Ability to work in a fast-paced environment and manage multiple projects effectively with tight deadlines.
- Strong quantitative analytical ability. Excellent written and verbal communication skills.
- Experience with Automated Scorebook and Stat Crew statistical software preferred.
- Proficiency using Microsoft Office Suite and Adobe Creative Suite Products
- Experience with web management, social media platforms and content publishing, preferred.

Preferred Qualifications

- In Graduate school, attempting to get in to Graduate school or post graduate looking for experience.

Compensation / Time Commitment

- 10 month assistantship/volunteer commitment
- \$10,000 stipend provided for expenses for the successful candidate
- Program/School credit can be provided for this position in conjunction with the stipend

Apply Here:

<https://holycross.interviewexchange.com/candapply.jsp;jsessionid=8E397FB2AEA78085D8E10B97C500DFEE?JOBID=50113#pageTop>