

**EASTERN PENNSYLVANIA YOUTH SOCCER**  
**Position Description**  
**COMMUNICATIONS SPECIALIST/ MANAGER**

**Position Summary:**

The principle responsibility of this position is to publicize and promote the activities and events sanctioned by Eastern Pennsylvania Youth Soccer to a variety of constituencies, and to work closely the association's senior staff on any and all state association-managed programs and events. In addition to internal events and programs, the position will also work closely with all constituents, including leagues, clubs, members and strategic partners, to maximize the success of all events and programs. The position will report to the chief executive officer.

**Responsibilities and Duties:**

- Assists the CEO, other program managers, committees, partners, and event organizers on all public relations activities;
- Identify media targets, story ideas, and pitch stories to external media;
- Manage the association's website on a daily basis, as well as other web-related activities including e-mail newsletters and databases, social networking sites and other online channels;
- Manage event communications and PR/media relations activities, including on-site event support where necessary;
- Manage and monitor social media;
- Further awareness for the brand; Maintain brand standards
- Write press releases, advertising and program copy, brochures and other items as necessary;
- Edit and coordinate publication of quarterly print magazine, assign articles, and coordinate editorial calendar;
- Coordinate video production for multi-media use
- Source, update and maintain mailing lists for programs and events;
- Manage selected on-site event operations;
- Assist in the compilation of overview reports;
- Assist in the management of press release mailings and newsletters through all channels;
- Prepare monthly, quarterly informational and statistical releases;
- Provide research assistance to the staff and membership;
- Provide assistance, technical and educational to member associations;
- Other duties as required and assigned

**Required Qualifications:**

- Bachelors degree in a related field and 1-2 years professional experience in sports or event public relations;
- Excellent organization skills and attention to detail;
- Ability to handle multiple projects;
- Excellent written and oral communication skills;
- Knowledge of media industry;
- Ability to work independently as well as within a team; self-starter;
- Willingness to travel and work on weekends a must;
- Knowledge of printing and publishing; basic layout and design
- Knowledge of HTML and website/internet functions;
- Knowledge of Microsoft Office, Photo Shop or Illustrator

The position will report to the Chief Executive Officer and work in the headquarters of Eastern Pennsylvania Youth Soccer in Plymouth Meeting, PA.

Please submit resume and three references with contact information, to Communications Search, Eastern Pennsylvania Youth Soccer, 4070 Butler Pike, Suite 100, Plymouth Meeting, PA 16462. Or via e-mail to, [info@epysa.org](mailto:info@epysa.org).

Applications will be accepted until the position is filled.