



**POSITION TITLE:** Marketing Coordinator

**REPORTS TO:** Director of Operations

**SALARY:** Commensurate with experience

**WHO WE ARE:** U90C Sports is a sport event management company committed to providing first-class events for all athletes that foster opportunities for development, competition, and sportsmanship. The company offers competitive compensation, generous paid time off policy and a casual office culture with hardworking staff members.

Position Purpose:

The Marketing Coordinator will be responsible for managing social media accounts, designing engaging graphics, creating email campaigns, and maintaining company websites to connect with players, parents, coaches, and partners. The ideal candidate will have a passion for youth sports and experience in developing marketing campaigns that excite and engage the community.

Responsibilities:

Social Media Management

- Plan, schedule, and publish content across all major social media platforms (Instagram, Facebook, X, TikTok, etc.)
- Engage with followers, respond to messages, and monitor account performance
- Create and implement social media campaigns to promote events and registration

Graphic Design

- Design promotional graphics and marketing materials to align with brand guidelines
- Edit and organize photos/videos from sports events for digital use

Email Marketing

- Create & distribute regular email blasts, newsletters, and registration reminders
- Maintain email lists and segment audiences for targeted messaging
- Track and report email campaign performance

Website Maintenance

- Update event details, schedules, news and announcements across organizations' websites
- Ensure content is accurate, up-to-date and visually appealing

Qualifications/Expectations:

- Bachelor's degree in Marketing, Communications, Graphic Design, or equivalent professional experience
- Ability to work at U90C Sports office during 9AM – 5PM office hours. Primary workhours and days are Monday – Friday. Evenings and weekends will routinely be required to support events. To ensure work-life balance, flexible scheduling and time off during the week will be provided.
- 1-3 years of experience in marketing field, preferably in youth sports
- Proficiency with graphic design tools (Adobe Creative Suite, Canva, etc.)
- Familiarity with email marketing platforms (Constant Contact, Robly, etc.)
- Basic knowledge of website platforms (WordPress, Framer, etc.)
- Strong communication, organizational, and time management skills
- Recognize core competencies of U90C and make decisions that reflect those competencies: Integrity | Accountability | Pride | Entrepreneurship | Energy | Respect

All interested applicants should email a resume with a letter of interest to:

Chris Zembik – [chris.zembik@u90c.com](mailto:chris.zembik@u90c.com)