

**Title: Manager, Communications and Press Operations**

**Employer: Houston Marathon Committee, Inc.**

**Salary: Commensurate with experience and includes comprehensive benefits plan**

**Commitment: Full-time**

**Working Hours: 40 hours/week plus evening and weekend events throughout the year**



## **COMPANY AND JOB SUMMARY**

Formed in 1972, the Houston Marathon Committee, Inc. (HMC) is a 501(c)(4) nonprofit organization that plans an annual multi-race running event (marathon, half marathon and 5K). The HMC is comprised of a volunteer board of directors, 12-14 staff members and approximately 7,500 race day volunteers. The Manager of Communications and Press Operations will report to the Director of Marketing and Business Development and be responsible for all communications both to the press and through online channels.

## **SPECIFIC DUTIES**

### **Year-Round**

- Write and distribute all written collateral, including press releases, news articles, media guides, publications, advertising, and brochures
- Develop and enhance local and national media relationships; manage day-to-day media requests
- Oversee and manage the volunteer-based Communications Committee, working directly with volunteers as part of your core team
- Responsible for departmental and event communication budgets
- Direct the flow of content across all digital channels including website, newsletters and social media
- Manage relationships with outside vendors for all publications, mobile app and contract work
- Manage the Houston Marathon and Half Marathon Ambassador Program
- Coordinate special projects and assist in office tasks as directed
- Serve as a key member of the event execution team
- Act as official spokesperson as necessary

### **Race Weekend**

- Develop and manage Press Operations Plan for the main event and special events
  - Coordinate Monday Media Day at Memorial Park
  - Media Center Management
  - Pre-Race Press Conference
  - Lead the Production Team
  - Post-Race Press Conference
- Oversee social media team in The Info Spot – the customer service/social media center

## **QUALIFICATIONS:**

- Minimum 2-4 years of internal and external communication and writing experience
- Well-versed in multiple communications channels (print, online, digital, media). 2+ years social media experience
- Minimum 1-3 years of web management experience, including working knowledge of HTML and content management systems
- Effective writing & editorial skills
- Ability to take initiative, work independently, and perform effectively within a team environment
- Strong interpersonal, organizational and planning skills
- Effective leader, able to build consensus among all constituencies
- Detail-oriented with ability to multi-task, and handle fast-paced, deadline-driven environment
- Team player, able to interact positively with diverse volunteer members and employees
- Four-year degree in Communications, Journalism or related field required
- A working knowledge of the running industry and sports event management preferred

Please submit resume & cover letter to [kate@houstonmarathon.com](mailto:kate@houstonmarathon.com)