

**Title: Manager, Communications & 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



Please submit resume and cover letter to [jobs@houstonmarathon.com](mailto:jobs@houstonmarathon.com) with Communications & Press Operations in the subject line.

Phone interviews to begin on May 23. Goal for hiring is June or July.

**Benefits:**

- Hybrid work from home/in-office policy
- Fully paid health benefits package for all full-time employees
- 401k matching program
- Cell phone allowance
- Favorable PTO (Paid Time Off) policy with vacation, sick, holidays, and summer schedule

**Work you'll do:**

The Manager of Communications & Press Operations will report to the Director of Business Development and be responsible for all communications both to our audience and media.

**Responsibilities include but are not limited to:**

**Year-Round Duties**

- 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
- 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
- Create organization plan for event Media Center and execute over race weekend
- Develop and manage Press Operations Plan for the race weekend and special events
- Manage the Houston Marathon and Half Marathon Ambassador Program
- Coordinate special projects and assist in office tasks as requested
- Serve as a key member of the event execution team
- Act as official spokesperson as necessary

**Race Week**

- Manage the Media Center
- Coordinate Pre-Race and Post-Race Press Conferences
- Lead and manage the Production Team
- Oversee social media team in The Info Spot—the customer service/social media center

**Qualifications:**

- Four-year degree in Communications, Journalism, or related field required. In lieu of a degree, relevant experience may suffice.
- Minimum 2-4 years of internal and external communication and writing experience
- Minimum 1-2 years of social media experience and well-versed in multiple communications channel—print, online, and digital
- Minimum 1-3 years of web management experience, including working knowledge of HTML and content management systems
- Effective writing and 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 a deadline-driven environment
- Team player, able to interact positively with diverse volunteer members, employees, and external constituents
- Ability to work nights and weekends as needed, particularly during peak season of October through February. You will meet with volunteers both before and after the race, and these meetings are typically held in the evenings. We also have some evening organizational events, such as the Hall of Fame or Sponsor Appreciation dinners. We occasionally host weekend events, such as community outreach events, committee-wide meetings, or workdays at our warehouse.

**Preferred:**

- Experience with graphic design and/or video editing
- A working knowledge of the running industry and sports event management

**The Houston Marathon is an Equal Opportunity Employer.**

At the Houston Marathon Committee, we celebrate diversity and equity. We are committed to creating an inclusive environment, and encourage people of all backgrounds, perspectives, experiences, and skills to apply. The HMC is proud to be an equal employment opportunity employer. All employment decisions are made without regard to race, religion, color, national origin, gender, gender identity, the presence of a sensory, physical, or mental disability, medical condition, military status, marital status, pregnancy or childbirth, sexual orientation, age, genetic information, status as a victim of domestic violence, sexual assault or stalking, political ideology, or any other non-merit-based factors.

**Company**

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, 175 volunteer committee captains, and approximately 7,500 race day volunteers.