

TENNIS NASHVILLE COMMUNITY ENGAGEMENT COORDINATOR

The Tennis Nashville Community Coordinator supports the goals, values, and philosophy of the Tennis Nashville Community Tennis Association by exhibiting excellence, quality service, commitment, and accountability.

Working Relationships

The Community Coordinator will work in conjunction with the Tennis Nashville Board, USTA Tennessee Staff, community leaders, local volunteers, local tennis facility owners and managers, Park and Recreation leaders, and other organizations who share similar tennis interests.

Reports To

- Tennis Nashville Board
- Directly reports to Tennis Nashville President
- Indirect guidance provided by USTA Tennessee

Primary Duties and Responsibilities include the following:

- Promote the game of tennis in Middle Tennessee.
- Execute and assist in the coordination of Tennis Nashville events.
- Submit and execute marketing strategy to increase name recognition of Tennis Nashville.
- Communicate to the community via social media.
- Facilitate partnerships with the tennis community to include facility managers, Metro Parks, teaching pros, area coaches, and school administrators.
- Submit weekly reports to the Board.
- Promote and support area tennis events.
- Maintain the community calendar on the Tennis Nashville website and contact local tennis groups for information regarding their upcoming tennis events.
- Administer Tennis Nashville email account.
- Update Tennis Nashville website.
- Maintain Tennis Nashville's CRM to insure that contact names are kept updated and new program participant contacts are added to the database. Upload submitted grant applications to CRM document archive.
- Assist and coordinate with USTA Tennessee in the initiation of a schools program for Davidson and surrounding counties, including in-service workshops, coordination of PE and after-school instruction, facilitation of play days and festivals, and the marketing of aforementioned events.
- Assist with the promotion and organization of JTT for Greater Nashville. This will include marketing, club visits, pre and post events, and communication with pros and parents.
- Be aware and assist where needed in promotion and organization of 10 and Under Circuits, camps, and competitive training centers.
- Be aware and assist where needed on the promotion and organization of junior and adult competitive tournaments for USTA Tennessee. Be onsite as a volunteer for the bigger events including any USTA Adult League Championships, USTA Tennessee JTT Championships, and the USTA Tennessee Junior Qualifying.

- Help communicate with and coordinate Tennis on Campus programming for universities in Greater Nashville and assist at the TOC State Championships.
- Meet and communicate with the local tennis community including the Sports Council, municipal government agencies, school board representatives, and local recreational facilities and clubs (e.g., Boys and Girls Club, YMCA, etc.).

Key Performance Indicators

- Goals established by Tennis Nashville
- Timely submission of activity reports to the Board
- Periodic evaluations/assessments by Board

Qualifications

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Tennis background preferred.
- Familiarity with USTA league programming and Tennislink preferred.
- Knowledge of league tennis, area clubs/facilities and tennis professionals preferred.
- Excellent computer proficiency (MS Word, Excel, and Outlook).
- Must be able to work under pressure and meet deadlines while maintaining a positive attitude and providing exemplary customer service.
- Organization and administrative skills including time management, attention to detail, and multitasking.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Outstanding interpersonal skills, customer service, and project management essential.
- Must have personal access to a computer (preferably a laptop) and a smartphone (iPhone or equivalent).
- Undergraduate degree required.
- Must pass background screening prior to being hired.

Interested candidates should email a resume or work history with cover letter to jobs@tennisnashville.net.