



## *Job Announcement – Coordinator, Social Media*

### **About USA Volleyball**

Would you like to work in the Olympic & Paralympic movement with one of the most successful organizations serving one of the fastest growing and exciting sports in the world? USA Volleyball (USAV) is the national governing body for beach, indoor, sitting, snow, and para-beach volleyball in the United States with over 400,000 members, responsible for selecting the Olympic & Paralympic volleyball teams. USA Volleyball also supports a network of regional associations, youth and junior programs, national championships, coaching and officials training, grassroots development, and the SafeSport initiative. Visit [www.usavolleyball.org](http://www.usavolleyball.org) for more.

USAV is an equal opportunity employer committed to increasing the diversity of its community. We do not discriminate on the basis of race, color, national origin, gender, age, religion, gender identity or expression, disability, or sexual orientation in our programs and activities or our employment practices. To learn more about USAV's diversity, equity and inclusion efforts, please visit our DEI page at: <https://usavolleyball.org/dei/>.

### **Job Description**

USA Volleyball is seeking a dynamic and creative Coordinator, Social Media to help grow and energize our online community! In this role, you'll assist in developing and executing social media strategies that build brand visibility, engage fans, and drive digital growth across all major platforms. You'll create, curate, and publish compelling content, provide live coverage at events, and support key digital initiatives that bring the USA Volleyball story to life. If you are a passionate digital storyteller who loves staying ahead of trends, thrives in a fast-paced environment, and wants to be part of the excitement leading into the LA28 Olympics, this is the opportunity for you!

This is a regular full-time position reporting to the Manager, Social Media, and will work out of our Torrance or Anaheim office in Southern California. A hybrid work arrangement is available. Cross departmental support is expected of all positions. Occasional evening and weekend work to include nights, weekends and holidays and also includes event travel.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Summary of Duties and Responsibilities** include but are not necessarily limited to:

- Assist in developing and executing multi-platform social media strategies (Facebook, Instagram, X, LinkedIn, TikTok, and others).
- Create, curate, and schedule engaging multimedia content — including graphics, video clips, and written posts — tailored to each platform and audience.
- Monitor social media channels for brand mentions, fan engagement, and customer inquiries; respond promptly and professionally.
- Work closely with Marketing, Creative, and Communications teams to ensure messaging consistency across campaigns.
- Stay on top of emerging trends, platform updates, and best practices to keep USA Volleyball at the forefront of digital innovation.
- Support live event coverage, including real-time posting, audience engagement, and content capture onsite.
- Assist in updating the social media content calendar to ensure consistent and strategic publishing.
- Assist with website updates to support key campaigns, announcements, and event promotions.
- Other duties and special projects as assigned.



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### **Qualifications:**

- Bachelor's degree in marketing, communications, journalism, or a related field (preferred).
- 1–3 years of professional social media management experience.
- Strong understanding of major social media platforms, algorithms, and best practices.
- Excellent written and verbal communication skills.
- Experience with social media management tools (e.g., Sprout Social, Slate).
- Basic graphic design skills (Adobe Creative Suite or similar tools a plus).
- Ability to edit videos using mobile devices or native social media editing tools (experience with Adobe Premiere a bonus but not required).
- Highly organized, proactive, and able to thrive under deadlines.
- Deep passion for social media, storytelling, and digital innovation.
- Must successfully pass a USAV background screen (prior to hire date).
- and complete SafeSport training within two weeks of hire date and keep current as a condition of continued employment.

### **Preferred Qualifications:**

- Knowledge of volleyball across youth, collegiate, professional, and international levels.

**Salary:** \$25.00 - \$28.00/hr.

### **Benefits:**

USAV also offers a comprehensive benefits package to all full-time employees to include:

- Paid Time Off (employees in the first 5-year mark will accrue 8 hours each pay period up to a maximum of **17 days**)
- Up to 15.5 paid holidays per year
- 403B retirement plan (currently matching up to 8%)
- Health Benefits (medical, dental, vision) No monthly premiums are deducted for employee only health benefit. An opt-out rebate is provided for employees waiving USAV medical coverage should they already have coverage with a qualified group health plan
- Parental leave
- Robust EAP and wellness program
- Employer paid life insurance
- Active DEI, Social and Wellness Committees

Benefits may be modified or discontinued from time to time at the company's discretion as permitted by law.

**Applications are accepted online only. Phone calls not accepted.** Applications must be received by no later than Wednesday, May 14. Please ensure your cover letter addresses your interest in USAV and the position.