



Company Profile: Montverde Academy is a coeducational independent school that serves grades Pre-K3–12. Our boarding program serves grades 7-12 and post-graduate studies. At the heart of an MVA experience is an engaging and challenging academic environment that inspires students to achieve at the highest level. Inside and outside of the classroom, students develop their talents and abilities through involvement in fine arts, athletics, school clubs, and service organizations. Our staff members, parents and students are part of a close-knit, deeply caring community. We emphasize positive relationships that help build self-esteem and confidence in our students, where each individual feels like a valued community member. We enjoy cultural diversity unlike any other school as we attract students from around the world. With more than 90 nationalities represented by students, our international character adds an exciting global perspective to our community and the educational experience we provide.

Job Title:	SIMA - Operations Coordinator/ Media Associate	Contact:	jobs@montverde.org
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Job Description: The Soccer Institute at Montverde Academy (SIMA) seeks a dynamic individual to blend the roles of Operations Coordinator and Media Associate. This position requires a multifaceted approach, combining meticulous operational planning and social media to support our soccer program. The ideal candidate will excel in creating compelling content, managing calendars, and ensuring the smooth operation of the SIMA program.

Responsibilities:

Operations Coordination:

- Manage office structure, master calendar, and communication with Montverde Academy staff, students, and parents.
- Coordinate logistics including field maintenance, referee scheduling, transportation, and meals.
- Facilitate communication through weekly emails and messages, sharing updates and itineraries.
- Organize uniform and equipment orders, maintaining liaison with the Athletics department and vendors.
- Assist in planning and execution of SIMA events and summer camps.

Social Media Management:

- Develop and maintain a social media publishing calendar for SIMA, creating and distributing engaging content across platforms like Instagram, Twitter, and Facebook.
- Utilize tools such as Hootsuite and HubSpot to monitor and analyze campaign performance, adapting strategies to maximize engagement and ROI.
- Collaborate with the SIMA Associate Director to set goals and provide regular performance reports

Qualifications and Skills:

- Associate's or Bachelor's Degree in Sports Management, Marketing, Design, or a related field is preferred.
- At least one year of experience managing social media for sports brands, teams, or athletes.
- Knowledge of soccer is essential.
- Strong organizational, communication, and content creation skills (Adobe Suite proficiency preferred).
- Fluency in Spanish or Portuguese is a plus.
- Experience in an academic setting and familiarity with Microsoft Office Suite.
- Ability to work evenings and weekends as required.

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.