

# CALIFORNIA INTERSCHOLASTIC FEDERATION, SOUTHERN SECTION

Job Title: COMMUNICATIONS COORDINATOR

Exempt/Non-Exempt Status: NON-EXEMPT

Hourly Rate: \$34.84 - \$45.50 (Annual \$72,461 - \$94,641)

Office Hours: 7:30 AM – 4:00 PM -- M, T, W, TH, F

Additional: Seasonal evenings and weekends

Location: LOS ALAMITOS, CALIFORNIA

Reports To: ASSISTANT COMMISSIONER OF ATHLETICS

Prepared By: MITCHELL CARTY

Date: April 17, 2026

Approved By: MICHAEL WEST

Date: April 17, 2026

## Overall Purpose:

To serve as the coordinator of communications in support of the Assistant Commissioner of Athletics for the purpose of governance and leadership of interscholastic athletics serving 560+ member schools.

## Duties & Responsibilities:

### Essential Duties:

- Serve as the communications and sports media link between the organization and appropriate media outlets, CIF State and section offices, and member schools.
- Complete the timely update of the organizational website including but not limited to news, scores, statistics, photographs, biographies, schedules, contact information, and upcoming events.
- Coordinate with the NFHS Network team and the membership to ensure the highest quality possible live TV and digital events.
- Maintain accurate individual and organizational historical records, results, rosters, statistics and assist in identifying and promoting opportunities of recognition.
- Distribute pre-season previews, post-season bulletins, season wrap-up, and press releases to media outlets.
- Assist in the planning, coordination, management, and execution of championship events.
- Daily administrative support to the office of the Assistant Commissioner.

### Other Duties:

- Work closely with the marketing department to strategize, implement, and accomplish a consistent and premier level of institutional, and athletic visibility.
- Collaborate in the ongoing development, maintenance and training for member schools in the CIF Southern Section web-based portal (cifsshome.org).
- Participate and contribute to organization sponsored workshops, section meetings and recognition programs.
- Contribute toward the maintenance and editing of the CIF-SS Blue Book (based upon amendments).
- Perform other duties as assigned or requested by management.

## Relationships/Contacts:

- Partner with Commissioner's office as well as Finance, Sports and Marketing departments to ensure harmony and successful execution of the objectives of the CIF Southern Section.
- Cooperate with member school personnel, officials' organizations and sport advisory committee members as key liaisons to the overall mission.

## Additional Dimensions:

- Accountable for reporting monthly timesheet (sick, compensatory & vacation used)..
- Adherence to company policies identified in the CIF Southern Section Employee Handbook.
- Local travel to sporting events and meetings required as necessary.

*The preceding functions have been provided with examples of the types of work performed by employees assigned to this job classification. Management reserves the right to add, modify, change or rescind work assignments and to make reasonable accommodation as needed.*

- Qualification Requirements:**
- High school diploma required (Bachelor’s and/or Master’s degree preferred).
  - Demonstrated experience in journalism and digital media content creation.
  - Experience in web and social media platforms required.
  - Strong verbal and written communication skills.
  - Graphic and web design experience preferred.
  - Ability to develop and maintain satisfactory relations with school personnel, news media and the public.
  - Must possess the highest personal and professional ethics and standards.
  - Sensitivity to and understanding of a diverse population.
  - Ability to prioritize, take initiative and solve problems.
  - Understand and perform intermediate to advanced computer operations used in business environments.
  - Effectively use communication skills to interact with the general public, all levels of management and employees.
- Physical Demands:**
- 75% sitting, 15% standing, 5% walking, <1% lifting (must be able to lift 20 pounds to transport equipment/supplies, assisting with unloading and stocking supplies), <1% climbing, <1% stooping, <1% bending, <1% squatting.
- Work Environment:**
- Exposure to outside weather and local conditions.
  - (2% of time) daily outdoor work including: dampness, dirt, noise, temperature extremes, vehicle fumes, petroleum products, chemicals, vehicle vibrations, traffic, bad road or weather conditions, and for eye/hand/foot coordination.
  - (98% of time) to work indoors, and to work in confined spaces.
- Benefits:**
- Regular full-time position.
  - Participation in CalPERS Defined Benefit Plan.
  - Paid health, dental, vision and life insurance paid to company defined cap.
  - One (1) vacation day earned per month.
  - One (1) sick day earned per month.
  - 20 Paid holidays.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/ or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

- Required Documents:**
- Letter of application (introduction and interest in position).
  - Resume (complete listing of training and experience).
  - Letter(s) of recommendation (Two letters dated within the past year. Letters must be signed. Letters must have an address and phone number for verification purposes).
- Timeline:**
- APPLICATION DEADLINE: Friday, May 8, 2026, at 12:00 pm.  
 INTERVIEWS: Weeks of May 18 & May 25, 2026  
 SELECTION: Thursday, June 4, 2026  
 DESIRED START DATE: July 1, 2026
- Contact Person:**
- Mitch Carty  
 Chief Financial Officer  
 562-719-0380  
 mitchc@cifss.org
- Posting Notes:**
- Email ALL required documents in ONE pdf file (letter of application, resume and letters of recommendation) to contact person listed above. Include **ONLY** the following in the “Subject” line of the email, “COMMUNICATIONS COORDINATOR.”  
**ONLY electronic submissions will be accepted.**