



Marketing and Communications Department Marketing Coordinator

Reports to: Director of Marketing & Communications

Job Location: Austin / Central Texas

The USTA Texas ("Organization") office is located in Austin, TX and is a not-for-profit volunteer organization devoted to promoting and developing the growth of tennis in Texas. Since 1895, USTA Texas has been a section of the United States Tennis Association, the governing body of tennis in America. USTA Texas is the third largest of the sections and features a number of tennis programs for juniors, adults and seniors at the beginning, recreational, and competitive levels.

As an employer, the USTA Texas offers a vibrant work environment and an inclusive workplace culture that promotes a healthy work-life balance. The benefits package includes full health, dental, life and disability insurance as well as voluntary benefits, competitive paid time off (PTO) plus paid holidays, a comp time program, and 401K contributions.

USTA Texas is committed to developing an inclusive work environment made up of individuals of diverse backgrounds and cultures. USTA Texas is an equal opportunity employer and welcomes applicants without regard to age, race, color, sex (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military status, genetic information, sexual orientation, or gender identity and/or expression. The organization is especially interested in applications from qualified candidates who would contribute to the diversity of all programs.

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Job Summary

The Marketing Coordinator supports general marketing and communications efforts and initiatives. This role contributes to the success of the organization by supporting the daily operations of the Marketing and Communications Department. Regular and reliable, non-disruptive attendance is an essential job duty, as is the ability to create and maintain collegial, harmonious working relationships with others.

Primary Relationships

- Reports directly to the Director of Marketing & Communications
- Works in tandem with members of the Marketing & Communications Department

- Works with all USTA Texas staff members

Principle Accountabilities

- Assists staff to create marketing and communications-related efficiencies for their business units upon request
- Deliver a world-class experience when interacting with consumers, both internal and external
- Serves as staff liaison for Awards Project Team; develops application, timelines, deadlines and submissions
- Assists with the review, delivery, and execution of internal section marketing requests
- Serves as primary contact for USTA member email and newsletter process
- Supports and coordinates with staff for stakeholder newsletters (volunteers, CTAs, Coaching, etc)
- Assists with the development and maintenance of data collection and forms as well as the processing and organizing of collected data
- Oversees the execution and distribution of marketing grants process
- Oversees the management and delivery of USTA Texas Camps sponsorship and scholarships program
- Assists with sponsorship support and delivery
- Assists with updates and improvements to USTA Texas Family website
- Assists as secondary contact and updater for USTA.com/AEM
- Assists with constituent communications as needed and assigned
- Provides assistance with news articles, reporting, and social media coverage.
- Provides general marketing support to Marketing & Communications Department as needed
- Attends meetings as deemed necessary by the Executive Director including, but not limited to, in person and virtual meetings, webinars, quarterly calls, etc., presented by USTA National and USTA Texas
- Perform additional duties as assigned by Executive Director and/or indirect or direct supervisor

Minimum Qualifications

- Authorized to work in the United States; USTA Texas does not provide sponsorships.
- Bachelor's Degree from an accredited college or university, or equivalent work experience
- Proficiency in Google Workspace, Microsoft Office Suite, and related platforms with proven ability in data management, reporting, and analysis
- Experience with stakeholder communications and data management

Preferred Qualifications

- Experience working with or around the USTA and/or tennis industry
- Experience in project management
- Proficient in Adobe Creative Cloud (Photoshop, Illustrator, InDesign)

- Prior experience working with the USTA, USTA Texas, and/or Community Tennis Associations (CTAs)
- Experience in sponsor/partner fulfillment
- Experience with photography and videography
- Professional background in non-profit, volunteer-driven organizations.
- Demonstrated experience engaging and serving diverse communities.

Knowledge, Skills and Abilities

- Ability to travel and work nights and weekends as needed (approximately 10 - 20% of time)
- Ability to successfully work with volunteers/stakeholders and follow non-profit systems of operations
- Exceptional communication and organizational skills
- Disciplined work ethic
- Self starter with a "team-first" mentality
- Skilled in conflict resolution
- Skilled in problem-solving
- Ability to learn additional software as needed
- Willingness and ability to relocate to the Austin area

Physical Requirements

- Position may require extended periods of outdoor activity in varying conditions, including temperatures exceeding 90°F and below 32°F.
- Role may involve lifting and transporting boxes, equipment, or other materials as necessary.
- Responsibilities may include the setup and breakdown of event-related materials and equipment.

Salary

Commensurate with education and experience

Application Open Date

Tuesday, August 25, 2026

Application Close Date

Tuesday, September 8, 2026

To apply, please send cover letter/letter of application, resume, salary requirements, and list of 3 references (including contact information) to the following email address:

Kyle Wrather, Director of Marketing & Communications
Email: kwrather@texas.usta.com