

Spurs Sports Academy Coordinator



Phone :

Web : <https://www.nba.com/spurs/>

Job Summary

Vacancy :

Deadline : May 25, 2025

Published : Apr 11, 2025

Employment Status : Full Time

Experience : 1 - <3 Years

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

At Spurs Sports & Entertainment (SS&E), we work in service of something bigger than ourselves.☐☐☐

To us it is so much more than just a game or concert.☐ It takes all the members of our Spurs team to harness the power of sports and entertainment to create moments that excite, memories that endure, and connections that strengthen our community. SS&E owns and operates the San Antonio Spurs (NBA), Austin Spurs (NBA G-League), and the San Antonio FC (USL), and manages day-to-day operations of the Frost Bank Center, Toyota Field and STAR Complex.☐☐

We know that our people are our greatest asset as an organization. We aspire to provide our teams with meaningful work, to live our values☐ Integrity, Success & Caring – day-to-day in what we do and foster an inclusive culture for our 1K+ employee workforce.☐

As the Coordinator for the Spurs Sports Academy (SSA), your main responsibility is to improve the impact of our youth sports initiatives, increase youth engagement with the brand, and ensure equitable access to sports opportunities. You will collaborate closely with the Enablement Associate Manager to execute the strategic vision for youth sports initiatives, providing essential coordination and administrative support.

This role is vital for enhancing youth engagement, increasing program participation, and maximizing community impact by working with internal departments, partners, and stakeholders. The coordinator will oversee the communication and logistical elements of SSA events, leagues, camps, and tournaments to ensure smooth operations, exceptional service, and the growth of our programs.

To succeed in this role, you must demonstrate strong communication, presentation, and interpersonal skills. It is important to be able to work both independently and collaboratively in a fast-paced environment. Additionally, having a passion for learning, innovation, and a customer-centric mindset is essential.

What You'll Do:☐

- **Program Support and Coordination:** Assist the Enablement Associate Manager with strategic planning and logistics for SSA leagues, camps, tournaments, and events, ensuring alignment with goals for impact and inclusion. Serve as a key contact for participants, families, and partners, providing updates and support.
- **Data and Reporting:** Assist with data collection and analysis for performance monitoring and impact measurement. Prepare reports that highlight participation metrics and customer satisfaction.
- **Communication and Relationship Building:** Develop communication plans to strengthen relationships with participants, community partners, and stakeholders. Provide consistent messaging across various platforms for a positive experience. Support effective messaging and brand alignment across email, phone, and in-person interactions, ensuring a positive and consistent experience for all involved.
- **Administrative Support:** Provide administrative assistance to streamline operations and support the Enablement Associate Manager in managing multiple projects simultaneously. Oversee registrations, scheduling, and attendance tracking to ensure maximum enrollment and participation.
- **Program Enhancement:** Contribute to identifying areas for program improvement and innovation, aligning with the broader strategic vision for SSA. Support feedback gathering and analysis to continually enhance program offerings and community impact.
- Other duties as assigned.

Who You Are:☐☐

- Proficient in Microsoft Office, Excel, Word, PowerPoint and other computer skills required.
- Ability to prioritize multiple tasks and support multiple high-level positions.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations and information.
- Demonstrate poise, tact and diplomacy.
- Strong teamwork aptitude required.
- Strong customer service skills required.
- Strong communication skills, both oral and written, with a focus on customer service.
- The ability to work independently and coordinate multiple tasks.
- Team-oriented with the ability to collaborate across departments and with external partners.
- Stand/Sit/Walk for long periods of time.
- Ability to lift/push/pull 50 lbs on a regular basis
- Ability to travel/spend time in office 50% of time.

Physical Requirements:

- Stand/Sit/Walk for long periods of time.
- Ability to lift/push/pull 50 lbs on a regular basis
- Ability to travel/spend time in office 50% of time.

In every position, each employee is expected to: demonstrate alignment with SS&E's core values and mission, collaborate with internal/external community members and demonstrate ongoing development.☐

If you don't have experience in every single bullet above, no sweat – we still want to hear from you and encourage you to apply!☐☐

SS&E is an Equal Opportunity Employer☐

Nothing contained in this job description is intended to be a contract of employment, nor does any information contained here represent a guarantee of employment for a specific duration.☐ Your employment with SS&E is "at will", which means that either you or SS&E may terminate the relationship at any time. Essential functions listed above must be performed with or without accommodations.☐

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
