



U.S. Figure Skating Coordinator, Communications

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Coordinator, Communications. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.

Responsibilities Include: The Coordinator, Communications is responsible for the completion of the tasks listed herein. Emphasis will be placed on ability to work in a team environment, balance multiple projects and deadlines, accuracy, creativity, timeliness, flexibility and professionalism. This position will play an important role in contributing and enhancing U.S. Figure Skating's diversity, equity and inclusion initiatives.

Qualifications:

- A bachelor's degree in communications, journalism, public relations or related field is strongly recommended; a master's degree is a plus.
- Knowledge of figure skating and/or Olympic movement is a plus.
- Ability to create compelling content that will entice new skaters and inspire established members.
- Accurate reporting, exceptional written and verbal communication, organization and planning skills and the ability to work on multiple projects simultaneously while meeting deadlines.
- Creative, attentive and detail-oriented self-starter who takes initiative, pride and ownership of projects.
- Proficiency in Microsoft applications (Word, Excel, PowerPoint, Outlook), Adobe Creative Suite (Photoshop, InDesign), content management systems, HTML, social media applications (i.e., Instagram, YouTube, Twitter, Facebook, etc.), AP style.
- Ability to work evening and weekend hours and travel as needed.

Location: Colorado Springs, Colorado (Hybrid)
U.S. Figure Skating has a flexible work environment. Employees are required to work in the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

Classification: Exempt – Salaried position

Reporting Requirement: Reports to Manager, Communications

Pay: Commensurate with experience; Range: \$43,000 - \$50,000

Application: Send letter of application, a minimum of two writing samples and resume to: Taylor Dean, Communications Manager, at tdean@usfigureskating.org. Please include references or have them available upon request. No calls will be accepted. Review of resumes and applications will begin the week of July 18 and applicants will be accepted until the position is filled.

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Duties and responsibilities include, but are not limited to, the following:

Communications/media relations

- Under the guidance of the Manager, Communications, manage public relations efforts, social media strategy and media relations requests associated with Learn to Skate USA and U.S. Figure Skating grassroots developmental and organizational programs.
- Assist with U.S. Figure Skating's overall media strategy planning and execution.
- Serve on the communications team at select U.S. Figure Skating-hosted events (i.e., Skate America, U.S. Figure Skating Championships, U.S. Synchronized Championships, U.S. Adult Figure Skating Championships) and other events as assigned.
- Remotely cover assigned figure skating events (i.e., Junior Grand Prix, Grand Prix, Challenger Series, synchronized skating, etc.) for digital and social platforms, SKATING magazine, Fan Zone, etc.
- Produce editorial content, features, articles and athlete bios for print and digital use as assigned, including event programs.
- Assist with daily maintenance of assigned USFigureSkating.org pages.
- Travel to figure skating competitions and special events (i.e. annual Governing Council) as assigned.
- Provide copywriting/editing support to designated U.S. Figure Skating departments.
- Other duties/projects as assigned.

Digital/Social Media

- Oversee engagement strategy, administration and daily maintenance of the Learn to Skate USA blog and work with Manager, Communications to assign/pay freelancers, monitor budgets, etc.
- Participate in ideation for U.S. Figure Skating social, PR and digital content, specifically as it pertains to grassroots and organizational programs.
- Work closely with Marketing department on digital marketing/social media opportunities in support of sponsorships with Learn to Skate USA.
- Help manage U.S. Figure Skating Fan Zone maintenance, athlete bios, event schedules, announcements and web requests.
- Under direction of Manager, Digital Communications, assist with posting content on social media platforms.
- Other duties/projects as assigned.

Publications

- Oversee all aspects, including content development, of Learn to Skate USA member magazine, working with the Director, Publications on printing and distribution planning.
- Fulfilling editorial assignments for SKATING magazine as needed.