



U.S. Figure Skating Coordinator, Events

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, Events. U.S. Figure Skating is a member of the United States Olympic & 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 (including race-based hair traits), 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, Events 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, timeliness, flexibility, and professionalism.

Description and Responsibilities Include:

This position will support all aspects of the U.S. Figure Skating Events Department with an emphasis on supporting the advance planning and implementation of the competitions listed below:

- National Qualifying Series (NQS)
- Skate America
- Sectional Singles, U.S. Pairs and U.S. Ice Dance Finals
- U.S. Figure Skating Championships
- Synchronized Skating Qualifying Season

The primary responsibilities will include, but are not limited to the following in relation to the events listed above:

- Responsible for understanding and implementing all U.S. Figure Skating rules, policies and protocols as outlined in the U.S. Figure Skating rulebook and agreement to hosts for events assigned.
- Participate in advance event webinars/calls and requisite follow-up to document event operation needs, timelines, and deliverables.
- Assist with credential needs (management of database, list maintenance) and onsite implementation as needed.
- Assist with volunteer recruitment, scheduling, and training with local skating clubs for appropriate events as needed.
- Support event shipments, financial tracking, and post event reporting.
- Administrative support for synchronized skating events including practice ice sales, management, and ticket sales.

- Assists with communication and follow-up with local organizing committees and U.S. Figure Skating Competitions Committee structure.

Additional responsibilities may include assistance in developing and preparing in-arena entertainment promotions and planning and organizing special events. The successful candidate will be required to work as required, including evenings and weekends to support assigned event responsibilities as necessary.

This position will be based at U.S. Figure Skating office in Colorado Springs, Colo. Ideal candidates would be available to start as soon as possible. U.S. Figure Skating currently offers a hybrid office work environment.

Qualifications: Applicant must have a bachelor's degree in Sports Management or related field, with proven experience in event management, event operations or logistics. Applicants must be available to work evenings and weekends as needed and travel as required. Knowledge of figure skating competition structure is strongly recommended. Applicants must possess excellent communication and time management skills with a high level of initiative. Applicant must demonstrate the ability to build strong relationships with volunteers and employees from all levels of the organization.

Location: Colorado Springs, Colorado

U.S. Figure Skating has a flexible work environment. Employees are required to work from the office three days; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

Classification: Non-Exempt

Reporting Requirement: Reports to Senior Director, Events

Pay: Commensurate with experience; Hourly Range \$20.00 - \$24.00

Benefits: We offer a comprehensive benefit package including: a retirement plan (403b), health, vision and dental insurance, STD and LTD, Life insurance and AD&D, and a generous PTO program. Employee may also be eligible for annual bonus program.

Application: Send letter of application and resume to Robert Dunlop, bdunlop@usfigureskating.org. Applications will be accepted until the position is filled.