



U. S. Figure Skating

Law Student – Legal Intern

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 Intern, Legal. 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: Responsibilities include but are not limited to the following:
The Legal Intern position will work with U.S. Figure Skating’s SkateSafe and legal team and will have the opportunity to apply knowledge and skills learned in undergraduate and/or law school, while acquiring valuable real-world experience at a National Governing Body of Sport.

Description and Responsibilities Include:

- Conduct investigations for reported abuse, misconduct, and policy violations.
- Assist with general SkateSafe, Ethics, and Grievance case management.
- File, organize, and summarize SkateSafe, Ethics, and Grievance matters.
- Assist with the drafting of legal documents and forms.
- Assist with other legal, SkateSafe, and compliance related tasks as needed.
- Other duties/projects as assigned.

Qualifications:

- Applicant must be currently pursuing a law degree at an accredited law school and should have an interest and desire to learn more about a career in sports law with an emphasis on athlete safety, education, and awareness.
- Applicant must be proficient in Excel, Word, PowerPoint, Outlook and Zoom.
- Academic standing within the top third of class is preferred but not required.

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.

Time Commitment: Start date, end date, and weekly schedule will be set based upon availability and workload in advance with the selected candidate. Fall or Spring: Flexible hours but typically would include 10 to 25 hours per week during the school year.

Classification: Non-Exempt – Hourly

Reporting Requirement: Reports to the Director, SkateSafe and General Council

Compensation: Commensurate with experience; Hourly Rate \$17.50 - \$20.00

Application: Candidates should send cover letter and resume to:
Shelbi Meyer, Director, SkateSafe at
smeyer@usfigureskating.org. and have references available upon request.

Please note telephone calls with NOT be accepted

Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.