



U. S. Figure Skating

Summer Intern, Marketing & 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 Intern, Marketing 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 Intern, Marketing & Communications will be responsible for the completion of the tasks listed herein. In addition, all tasks that are assigned by the Manager, Marketing Analytics and Insights will be the responsibility of the Intern, Marketing. Emphasis will be placed on the candidate's ability to work both independently and in a team environment, accuracy, customer service, creativity, and timeliness.

Qualifications: Applicant must be pursuing or hold a bachelor's degree in Sports Management, Marketing, Communications or related field, with proven experience in digital marketing, grassroots marketing campaigns, and a general understanding of marketing principles. All candidates must have proficiency in Microsoft applications, including Word, Excel, PowerPoint. Experience with Google Analytics, Microsoft BI, SEO, Illustrator, Final Cut Pro considered a plus.

Description and Responsibilities Include:

- Support Director of Marketing with on-going programs and events
- Manage tagging of social posts through our social media vendors
- Provide copywriting/editing support as needed
- Contribute to U.S. Figure Skating's social media strategy including but not limited to content creation, branded campaigns
- Contribute to SKATING magazine, Learn to Skate USA blog and other publications as assigned, including opportunity for feature writing
- Create and grow our Quarterly Fan Newsletter and find ways for fans to sign up
- Research potential partners for U.S. Figure Skating and their tent-pole events
- Assist Manager of Marketing Analytics and Insights on gathering insights from survey results and other data collection methods
- Assist Senior Director of Marketing and Sales with program ideation and implementation
- Special projects as defined by the Executive Director and/or the organization's senior level leadership team

Location: Colorado Springs, Colorado (Hybrid)

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

Classification: Non-Exempt

Reporting Requirement: Reports to the Manager, Marketing Insights and Analytics

Compensation: Commensurate with experience \$15.00 -\$16.00 per hour

Time Frame: May-August

Application: Send letter of application and resume to:
Robert Stabenau, Manager, Marketing Insights and Analytics at
rstabenau@usfigureskating.org and

Please note telephone calls will NOT be accepted

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

Description of Responsibilities

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

- Support Director of Marketing with on-going programs and events
- Manage tagging of social posts through our social media vendors
- Provide copywriting/editing support as needed
- Contribute to U.S. Figure Skating's social media strategy including but not limited to content creation, branded campaigns
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- Assist Senior Director of Marketing and Sales with program ideation and implementation
- Special projects as defined by the Executive Director and/or the organization's senior level leadership team

Send letter of application and resume to: Robert Stabenau, Manager, Marketing Insights and Analytics at rstabenau@usfigureskating.org and cc usfigureskatinganalytics@gmail.com . No calls will be accepted. Review of resume and applications will begin immediately, and applicants will be accepted until position has been filled.