



U. S. Figure Skating

SkateSafe Compliance Specialist

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 SkateSafe Compliance Specialist. 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 SkateSafe Compliance Specialist, a member of U.S. Figure Skating's SafeSport Department, is responsible for the completion of the tasks listed herein. Emphasis will be placed on the ability to work in a fast-paced team environment, balance concurrent projects and deadlines, maintain confidentiality, and demonstrate emotional intelligence, creativity, flexibility, and professionalism.

Description and Responsibilities Include:

- Learn and apply relevant U.S. Figure Skating Rules and all SkateSafe policies
- Provide administrative support for General Counsel and the SkateSafe Program, including drafting, organizing, and redacting reports, notices and other documents along with providing reports and statistics on SkateSafe matters
- Assist Director, SkateSafe with report intake, case management, and resolutions of reported SkateSafe concerns
- Assist with preparing documentation for audits conducted by the U.S. Center for SafeSport and the U.S. Olympic and Paralympic Committee
- Respond to inquiries from the U.S. Center for SafeSport regarding documentation related to membership status of individuals
- Serve as the liaison to the SkateSafe, Ethics, and Grievance Committees – coordinate meetings, track and follow relevant timelines as outlined in U.S. Figure Skating's Rulebook, draft formal communications as directed related to reported matters
- Oversee completion of compliance requirements for all U.S. Figure Skating mandatory compliance groups as outlined in the SkateSafe Handbook and Rulebook and respond to instances of non-compliance
- Manage U.S. Figure Skating's background check appeal process
- Assist other departments, such as Events and High Performance, with competition compliance
- Support SkateSafe education efforts by including compliance related information
- Create tools and resources for members regarding compliance requirements by role, verifying compliance requirements, and compliance enforcement and best practices at the local level
- Present live and pre-recorded webinars to various member groups on a regular basis covering compliance requirements and updates

- Travel as assigned to support in-person SkateSafe education efforts and to assist with educating clubs and programs on all SkateSafe requirements for events (including compliance requirements and other SkateSafe policies)
- Consistently review and provide feedback on current processes, resources, and programs
- Collaborate with all departments and various organizations to support compliance and SkateSafe initiatives
- Provide customer service to members regarding SkateSafe compliance requirements and policy implementation
- Build internal, cross-departmental, and external working relationships to increase visibility of SkateSafe initiatives
- Collaborate with clubs and programs across the country to educate on compliance requirements and best practices
- Consistently seek to identify areas of opportunity for compliance rules, policies, and technology
- Other duties/projects as assigned

Qualifications:

- Applicant must hold a bachelor’s degree from an accredited University or have equivalent compliance experience. A degree in sport management, criminal justice/law, or business is preferred but not required. A JD or Paralegal experience and/or certificate is a plus.
- Applicant must have experience, confidence, and comfort in policy and compliance enforcement and public speaking.
- Familiarity with the operation of youth sports clubs, the U.S. Center for SafeSport or Title IX is beneficial, but not required.
- Applicant must be proficient in Microsoft Applications (Word, Excel, PowerPoint, Outlook), and be comfortable conducting business via remote technologies.
- Applicant must have the availability to travel and work evening and weekend hours when necessary.

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: Exempt Employee

Reporting Requirement: Reports to the Director, SkateSafe

Compensation: Commensurate with experience; Annual Salary \$40,000 - \$65,000

Actual salary will vary and is based upon the candidate’s qualifications. This position is eligible to receive an annual bonus based upon individual and Organizational performance. Annual compensation for this position also includes a benefits package, including employer subsidized insurance options for medical/life/short- and long-term disability/dental/vision and a 403b a retirement savings program with employer matching.

Application: Send letter of application and resume to:
Shelbi Meyer, Director, SkateSafe at
smeyer@usfigureskating.org.

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.