



U. S. Figure Skating

Senior Manager, Coach Education & Accreditation

U. S. Figure Skating, the National Governing Body for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of **Senior Manager, Coach Education & Accreditation**. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

The Senior Manager, Coach Education & Accreditation, works in the Sport Development and Strategy Department to create and deliver educational materials and programs for U.S. Figure Skating coaches. A key focus is to support the delivery of coach resources, materials, and curriculum, both in-person and digital.

Responsibilities:

- Support the Director, Coach Development and Education with the execution of the master education plan and certification curriculum.
- Manage certification/accreditation logistics.
- Manage subject matter experts/contractors to provide specialized content for written materials, webinars, seminars, video content, etc.
- Assist in the development of written materials for use in newsletters, SKATING magazines, the website, and within electronic courses to communicate and educate the coaching community.
- Manage digital education content such as webinars, virtual seminars, video content, etc.
- Manage the schedule, content, and support for in-person events such as large national events, smaller workshops and coaches tracks that support athlete programs.
- Work collaboratively with the Membership and High-Performance departments to ensure that coaching education programs seamlessly support entry-level and high-performance coaches.

- Work collaboratively with the Events department to communicate competitive pipeline information to coaches.
- Work collaboratively with the Communications department to deliver coaching communications.
- Facilitate communications with the coaching community to understand needs and gaps to develop plans to address those needs.
- Provide support to the U.S. Figure Skating Coaches Council as needed, including administrative tasks.

Qualifications:

- Applicant must have experience as a successful figure skating coach; preferred minimum 10 years+ experience.
- Applicants must have a bachelor's degree, preferably in a field related to education, sport management, sport science, etc.
- Proficient computer/technology skills, especially related to video technology used by coaches.
- Leadership experience within figure skating; for example, skating director, club leader, etc.

- Excellent written and verbal communication skills as well as interpersonal skills
- Excellent organizational and project management skills

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: Exempt

Reporting Requirement: Reports to the Director, Coach Development & Education

Compensation: Commensurate with experience:
Annual Salary Range: \$58,000-\$68,000

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.

Qualified candidates please submit resume and cover letter to: Heidi Thibert via email at hthibert@usfigureskating.org. No phone calls will be accepted for this position.