



U.S. Figure Skating Coordinator, 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 Coordinator, Communications. U.S. Figure Skating is a member of the United States Olympic Committee (USOC) and the International Skating Union (ISU).

Responsibilities Include: The Coordinator, Communications 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.

Qualifications: Applicant must hold a bachelor's degree in communications, journalism, public relations or related field. Experience in sports information/media relations, entertainment or corporate/nonprofit communications industry is required. Passion for writing, digital media and public relations is preferred. Exceptional written and verbal communication, organization and planning skills and the ability to work on multiple projects simultaneously while meeting deadlines is a must. An attentive and detail-oriented self-starter with the ability take initiative and ownership of projects will be successful in this position. Proficiency in Microsoft Applications (Word, Excel, PowerPoint, Outlook), Adobe Creative Suite (Photoshop, InDesign, Dreamweaver), content management systems, HTML, social media applications (Twitter, Facebook, Snapchat, Instagram, YouTube, etc.), AP style. Ability to work evening and weekend hours and travel as needed.

Classification: Exempt – Salaried position

Reporting Requirement: Reports to Manager, Communications

Pay: Commensurate with experience

Application: Send letter of application, a minimum of two work samples and resume to: Michael Terry, Manager, Communications at mterry@usfigureskating.org. Please have references available upon request. No calls will be accepted. Review of resumes and applications will begin immediately and applicants will be accepted until the position is filled.

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

Media relations and communications

- Assisting with media relations efforts for Team USA athletes, including implementing athlete media training and coordinating hometown media outreach
- Managing media relations efforts for Team USA synchronized skating teams, including developing and implementing media outreach
- Assisting with U.S. Figure Skating's overall media strategy planning and execution
- Serving on the communications team at U.S. Figure Skating hosted events (including Skate America, U.S. Championships, U.S. Synchronized Championships and other events as assigned), providing full service event coverage, including moderating press conferences, administering mix-zone interviews and fielding onsite media requests
- Overseeing media operations at assigned events
- Remotely covering figure skating events (i.e. Grand Prix, JGP, Challenger Series, synchronized, etc.) for U.S. Figure Skating digital and social platforms and SKATING magazine
- Fulfilling day-to-day media inquiries and requests as assigned
- Maintaining U.S. Figure Skating's digital image library
- Writing editorial content, media releases, features, articles, and athlete bios for print and digital use as assigned
- Providing copywriting/editing support to designated U.S. Figure Skating departments
- Other duties/projects as assigned

Digital and social media

- Maintaining and overseeing the daily maintenance of assigned pages of usfigureskating.org and secondary websites (i.e. wegetup.com and usfigureskatingfanzone.com).
- Assisting with all U.S. Figure Skating's social media platforms, working closely with communications and marketing teams to implement overall social media strategy.
- Executing against U.S. Figure Skating Fan Zone's annual content plan, including providing written, visual and audio content
- Contributing to pre- and post-production of video shoots
- Assisting with payment of freelance editorial contributors
- Monitoring and reporting of digital platform engagement and various other monthly analytics
- Contributing to the development of social media policies and guidelines for Team USA athletes' and monitor as assigned
- Editing graphics for eblasts and digital promotion of television schedule
- Other duties/projects as assigned