Job Description

VIDEO AND DIGITAL CONTENT COORDINATOR

Summary
The Video and Digital Content Coordinator 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. Successful candidate will be willing to work occasional nights and weekends.

Duties & Responsibilities:
- Develop, shoot, edit and manage digital content (videos, gifs, photography, motion graphics, etc.) for USA Boxing website and social media channels.
- Assist in the daily execution of USA Boxing's digital media duties.
- Create content calendar with USA Boxing Communication Manager, as well as other USA Boxing departments, including High Performance, Events and Alumni Association.
- Develop and create digital content for use of USA Boxing events, including but not limited to social media during USA Boxing national events, international events, etc.
- Attend USA Boxing national tournaments to help with communication and digital media duties, including photography and videography to develop engaging digital content.
- Work with USA Boxing sponsors for creating and implementing digital sponsorship fulfillment.
- Stay current with various trends to grow USA Boxing’s engagement and digital platforms.
- Create new USA Boxing social media platforms and/or podcast.
- Other duties as assigned.

This job description reflects management’s assignment of essential functions; management reserves the right to assign or reassign duties and responsibilities to this job at any time.

Qualifications

Education
Bachelor’s Degree preferred, preferably in communications, graphic design, digital media or related field.

Experience
- Ideally, 1 to 2 years of experience (internships included), working in communications, social media, sports information, graphic design, video production or similar.
- Previous experience with sports at collegiate, professional or NGB/US Olympic & Paralympic Committee is a plus.
- Experience operating and maintaining professional camera equipment.

Skills and Competencies Required
- Proficient or advanced use of Adobe Creative Cloud (Premiere Pro, After Effects, Photoshop, etc.)
- Proven ability to produce visual content, including but not limited to, video, motion graphics, photography, animation, etc.
- Knowledge of social platforms including Facebook, Instagram, Twitter, Snapchat and TikTok.
- Understanding of video/photojournalism and how to use content to create a compelling narrative.
- Creative self-starter with the ability to prioritize and manage multiple competing demands while maintaining the ability to execute against hard deadlines.
- Passion and ability to reach diverse audiences through social media.
- Passion for communications, marketing, digital media and the Olympic movement
- Attention to detail on assigned projects

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<thead>
<tr>
<th>Position Type:</th>
<th>Full-time, Non-exempt</th>
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<tbody>
<tr>
<td>Reports to:</td>
<td>Communications and Digital Media Manager</td>
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<tr>
<td>Supervisory Role:</td>
<td>None</td>
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<tr>
<td>Starting Salary:</td>
<td>$38,000</td>
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<td>Salary Range:</td>
<td>$38,000 - $45,000</td>
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<td>Benefits:</td>
<td>Health Insurance, Dental and Vision Insurance, FSA, 403(b) retirement</td>
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<td>Working conditions:</td>
<td>Located in Colorado Springs, CO</td>
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<td>Office building with cubicles</td>
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<td>Typical schedule is M-F, 8am to 5pm, 1 hour for lunch,</td>
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<td></td>
<td>Significant overtime may be required during and leading up to major events</td>
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<td>Travel is required several times a year</td>
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USA Boxing does not discriminate on the basis of race, religion, national origin, gender, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based upon job-related factors. All employees must pass a background screening.

Some of the duties and responsibilities of this position will require working on the premises of the US Olympic & Paralympic Training Center which requires all employees to be vaccinated against COVID-19. Any and all job offers will be contingent upon proof of vaccination against COVID-19.

Qualified applicants should send their resume and cover letter, along with work samples, to Betsy McCallister at bmcallister@usaboxing.org.

**Application deadline:** November 4, 2021