USA Fencing — Communications Coordinator Job Description

Work in the exciting, fast-paced, collaborative world of sports at USA Fencing, the national governing body for the Olympic sport of fencing in the United States.

As Communications Coordinator, you’ll help tell the story of USA Fencing through our athletes at all levels, including grassroots, veteran, junior and youth athletes. With your top-notch writing skills, you’ll inform, inspire and entertain both our current members and prospective members of USA Fencing.

You’ll create and share compelling athlete profiles, top-tier event coverage and helpful explainers for the USA Fencing website and our social media channels. You’ll occasionally travel to USA Fencing events, delivering on-the-ground social and website coverage that will engage those who can’t be there themselves. Finally, you’ll share fencing stories and news through American Fencing magazine and membership e-newsletters designed to provide transparency to our loyal members. You’ll report to the Director of Communications as part of an upbeat, fun communications team.

Primary Duties

- Manage USA Fencing website, including staff contributions, page layout and design.
- Write feature articles for the website and magazine on athletes, clubs and key constituents of USA Fencing.
- Engage with the communications, membership and development departments to develop new initiatives, including local outreach, donor relations and promotion of member benefits.
- Publicize upcoming events, athlete achievements, competition results and other newsworthy subjects.
- Maintain lists of national and hometown media contacts.
- Track media coverage weekly for senior, junior, cadet, veteran and Paralympic national team members as well as pertinent club news.
- Serve as a resource for hometown media outlets.
- Promote athlete, coach and club recognition programs.
- Assist with updating usafencing.org and social media channels — primarily Instagram and Facebook.
- Maintain athlete and coach bios, including updating domestic and international event results.
- Create marketing support materials such as athlete cards, merchandise signs and other projects as applicable.
• Assist the publisher of American Fencing magazine, including editing, layout, copy, photography, ad sales and content management.
• Provide excellent customer service to USA Fencing members and media contacts.
• Take photographs at USA Fencing events for publishing online and sharing on social.

Qualifications

• Bachelor’s degree in journalism, public/media relations, communications or equivalent, and relevant, experience.
• 1-3 years of post-graduate experience in journalism, sports information, media relations or a related field.
• Excellent interpersonal and communication skills. Demonstrated skills in verbal and written communications.
• Proficiency with content management systems required with HTML knowledge a plus.
• Proficiency in Associated Press Style required.
• Proficiency in Microsoft Office, Adobe Creative Suite and/or video editing products (Final Cut Pro, Elements) is preferred.
• Ability to collaborate with other departments as well as outside organizations and constituents.
• Ability to prioritize projects, manage time efficiently, handle details and follow several projects simultaneously to conclusion.
• Experience in the fencing industry and/or sport background is a valuable qualification but is not required.

Competencies

• Written Communication: Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.
• Adaptability: Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
• Diversity: Demonstrates willingness to gain knowledge of EEO policies; Shows respect and sensitivity for cultural differences; Educates others on value of diversity; Promotes a harassment-free environment.
• Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
• Oral Communication: Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

• Planning/Organizing: Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Starting Salary Range

• $40,000 - 55,000 annually - Commensurate with experience

Benefits Offered

• Paid vacation, personal and sick time
• 9 paid holidays per year
• 401(k) retirement plan
• Medical, dental and vision insurance
• Employer-paid life insurance

Other Information

• **Location:** Candidates should be based in or willing to relocate to Colorado Springs, Colo., within reasonable driving distance of the USA Fencing National Office. The ability to work at least some of the week from the national office is required, though hybrid/flexible weekly work schedules will be accommodated. Relocation assistance will be available to those who choose to relocate to Colorado Springs from another city or state.

• **Travel requirements:** The Communications Coordinator should expect to travel to three or four USA Fencing events each year.

• **Status:** This is a full-time exempt position with competitive pay and flexible schedule.

Application Process

To be considered, applicants must submit a cover letter, resume and 2-3 published writing samples via email to Kara Deschenes at kdeschenes@kdhrconsulting.com. Applicants also may provide additional multimedia work samples.

About USA Fencing

USA Fencing is the National Governing Body (NGB) for the sport of fencing in the United States. Its mission is to grow and promote the sport of fencing in the United
States, honor its rich traditions and achieve sustained international success. USA Fencing is an equal opportunity employer committed to increasing the diversity of its community. We do not discriminate on the basis of race, color, national origin, gender, age, religion, gender identity or expression, disability, or sexual orientation. To learn more about USA Fencing’s diversity, equity, inclusion and belonging efforts, please visit our DEIB page at: https://www.usafencing.org/deib.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.