



Communications Coordinator

Job Title:	Communications Coordinator
Target Start Date:	April 15, 2021
Area:	National Headquarters (Salt Lake City, UT)
Department/Unit:	Marketing Communications
Reports to:	Executive Director (or Designee)

About US Speedskating:

From Pond to Podium, we are US Speedskating (USS). We grow and nurture a sport where all ages can experience the thrill of speed and the camaraderie of the skating community. USS is responsible for the development of speed skating from grassroots to the highest elite racing programs. USS is recognized by the United States Olympic and Paralympic Committee and the International Skating Union as the governing body for the sport of speed skating in the United States. The Organization has won 88 Olympic medals to-date, making it one of the most successful sports in U.S. Olympic history. USS is a 501(c)3 non-profit organization.

Position summary:

The Communications Coordinator will be responsible for the media and public relations efforts for US Speedskating athletes and programs. They will assist with the website, social and digital media management throughout the season and offseason. This position will be important to the department's success leading up to, through and following the 2022 Winter Olympic Games in Beijing, China.

In addition, the Communications Coordinator will aid and support in the development and growth of new and existing donor programs, with the goal of generating incremental annual revenue for USS programs.

This position is full-time requiring a minimum of 40+ hours/week. Some travel during the year may be necessary as are occasional evenings and weekends (for events). This position works in the USS National Office and Training Center, currently located at the Utah Olympic Oval in Kearns, Utah.

The position supports staff and athletes for the Long and Short Track National Speed Skating Programs and Teams and works closely with other USS staff and departments in serving the membership of USS and meeting organizational goals. Candidates seeking a mission-driven,



energetic environment, eager to make a positive impact for the US Speedskating brand and its athletes are encouraged to apply.

The Communications Coordinator will serve as a Speed Skating press officer at the 2022 Olympic Winter Games in Beijing, China.

Primary roles and responsibilities:

- Share US Speedskating's story with members and fans
- Aggregate and share original content relevant to the sport of speed skating (team and athletes)
- Produce feature content for USSpeedskating.org and social/digital platforms
- Write and distribute press releases
- Maintain/update athlete bios for development of annual media guide
- Assist with website management and email newsletter marketing
- Maintain and update USS photo/video archive
- Work appropriate evening and weekend hours covering events, on-site and remote
- Engage USS Membership from the grassroots to elite level through the creation of dynamic content
- Support USS Fundraising and Marketing activities including sponsor and donor fulfillment at events
- Work with local, national and international media outlets to promote athletes, events and the organization

Skills and qualities:

- Professional, results-oriented self-starter
- Proven strong writing skills
- Effective communicator
- Experience with strategic social media voice, content and distribution
- Experience in managing basic graphical design, photo and video editing related to social media management
- Comfortable working independently and in group settings with a positive can-do demeanor
- Ability to prioritize multiple responsibilities
- Ability to meet critical deadlines, performed well under pressure
- Careful attention to detail
- Creativity
- Ability to think fast and adapt
- Strong interpersonal skills



Qualifications:

- BS/BA in marketing, communications, journalism, digital media or equivalent work experience
- 1-3 years of post-graduate relevant work experience preferred
- Proficient in Microsoft Office, Adobe Creative Suite (Photoshop, Illustrator, InDesign, or similar)
- Proficient in Google online work tools (Google Docs, Sheets, etc.)
- Experience with CMS, HTML, video and editing tools, Google Analytics, and new media platforms
- Experience in and love for sports is preferred
- Clean background screening (upon employment)
- SafeSport Certification required (upon employment)

Miscellaneous:

- This is an at-will employee position
- Simple IRA plan provided by USS
- Paid vacation days plus company holidays
- Salary compensation commensurate with experience
- Health insurance and related benefits provided
- US Passport required and ability for domestic and international travel
- This position is located at the US Speedskating National Headquarters, located in Kearns, Utah, at the Utah Olympic Oval

Qualified candidates should send a resume and cover letter describing how your accomplishments qualify you for this position. Send via email no later than February 28, 2021, to Andrea DiCristoforo at:

adicristoforo@usspeedskating.org