

# LEGAL AFFAIRS SPECIALIST (Attorney or Paralegal)



## ***U.S. FIGURE SKATING***

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado. U.S. Figure Skating is a member of the United States Olympic and Paralympic Committee (USOPC) and the International Skating Union (ISU).

## ***POSITION DESCRIPTION***

U.S. Figure Skating (USFS) is seeking a Legal Affairs Specialist to support the daily functions and long-term goals of the Legal & SkateSafe® Division. The position supports the legal, governance, and compliance functions of USFS. The role also supports USFS to meet its obligations under federal law, U.S. Olympic & Paralympic Committee (USOPC) requirements, the U.S. Center for SafeSport (Center) requirements, and the rules of the International Skating Union (ISU).

## ***KEY RESPONSIBILITIES***

- **Legal & Regulatory Support**
  - Draft, review and negotiate contracts related to vendors and events
  - Maintain legal templates, contract libraries and document control systems
  - Assist with managing outside counsel and coordinating document requests for litigation, arbitration and Center investigations
  - Build and refine workflows, processes, and systems to prioritize functionality, efficiency, scalability, and reliability
- **Governance & Committee Administration**
  - Support the Board of Directors, Nominating Committee, Athlete Advisory Committee and other key committees (e.g., SkateSafe®, Ethics & Professional Standards and Grievance)
  - Assist with annual governance compliance requirements, including USOPC and Center Audits, bylaw updates & conflict-of interest disclosures
- **SafeSport & Athlete Safety Compliance**
  - Support SafeSport and SkateSafe® compliance by communicating tracking compliance requirements
  - Manage the SkateSafe® internal case management process including investigations, case resolution, creation and maintenance of case management templates, processes, and document control systems
  - Maintain records for compliance requirements
  - Ensure event related compliance, including credentialing and athlete safety protections
- **Eligibility, Disciplinary & Case Management**
  - Assist with athlete eligibility matters, including immigration matters and anti-doping
  - Organize and maintain confidential case management files, evidence and correspondence
  - Track deadlines and ensure timely communication on pending cases
- **Cross Divisional Collaboration**
  - Legal support to the Membership, Marketing, Events, High Performance, Communications, Finance and IT Divisions.

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- Provide guidance to athletes, coaches, officials, members, clubs, staff and vendors on policies, procedures and risk management
- Assist with intellectual property protection
- Assist with issues related to music copyright licensing

## **QUALIFICATIONS**

- J.D. or paralegal certificate from an accredited program
- 3+ years of legal experience in contracts, governance and/or litigation
- Proficiency with Microsoft Office 365
- Strong project management skills with the ability to lead multiple initiatives simultaneously and deliver on deadlines.
- Excellent written, verbal, and presentation skills.
- Ability to work collaboratively across departments and with external partners.

## **PREFERRED QUALIFICATIONS**

- Experience working in a membership-based or nonprofit organization.
- A background in legal is essential.
- A deep familiarity with contract drafting, review & negotiation, civil/criminal litigation and corporate governance is preferred but not required.

## **LOCATION**

Colorado Springs, Colorado

U.S. Figure Skating has a flexible work environment. This position requires in-office 3 days per week and remote work 2 days per week. **Full-time remote work will not be considered for this role.**

## **COMPENSATION**

\$70,000 to \$105,000 depending on experience and education

## **CLASSIFICATION**

Full-Time, Exempt

## **REPORTING REQUIREMENT**

Reporting to the Chief Legal Officer

## **APPLICATION**

Please send letter of application and resume to: Marlene Heck,  
Human Resources Coordinator [mheck@usfigureskating.org](mailto:mheck@usfigureskating.org)

U.S. Figure Skating is an Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, gender, gender identity or expression, sexual orientation, age, disability, or any other status or characteristic protected by law or regulation. We are committed to building and sustaining a diverse team by maintaining hiring and recruiting processes that are free from bias.