

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

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

## ***POSITION DESCRIPTION***

The Senior Manager, Communications position plays a key role in executing strategic communications initiatives that promote the mission, athletes, events, and programs of U.S. Figure Skating. This role supports media relations, content development, storytelling, and public relations efforts designed to elevate the visibility of the organization and the sport nationally and internationally.

This position will collaborate closely with marketing, events, athlete services, and development teams to ensure consistent messaging across all channels and to support communications surrounding competitions, major announcements, and organizational initiatives.

## ***DUTIES AND RESPONSIBILITIES INCLUDE***

### **Media Relations**

- Assist in managing day-to-day media relations and press inquiries.
- Draft press releases, media advisories, talking points, and statements.
- Build and maintain relationships with national, regional, and sport media outlets.
- Support media operations at major events, including credentialing, press conferences, and mixed zones.

### **Content & Messaging**

- Develop written content for digital platforms including website stories, newsletters, and media materials.
- Draft and update Figure Skating National Team, Junior National Team and Synchronized Skating National Teams and Junior National Teams bios.
- Ensure international assignments and results are accurate and up to date.
- Support athlete storytelling and feature development.
- Ensure messaging aligns with the organization's brand and strategic priorities.
- Assist with crisis communication messaging as needed.

### **Event Communications**

- Support communications planning and execution for national championships, international assignments, and other major events.
- Coordinate event-related announcements, media briefings, and press materials.
- Work closely with event operations teams to ensure smooth media engagement.

### **Digital & Social Collaboration**

- Partner with the digital and social media teams to amplify key announcements and stories.
- Provide editorial guidance and support for social content tied to media initiatives.
- Track media coverage and provide reporting on communications performance.

## QUALIFICATIONS

### Required:

- Bachelor's degree in Communications, Journalism, Public Relations, or a related field.
- 4–7 years of experience in communications, public relations, or media relations.
- Exceptional writing, editing, and storytelling skills.
- Experience working with media outlets and managing press inquiries.
- Ability to work in a fast-paced environment with multiple deadlines.
- Capacity to travel multiple weeks per year.

### Preferred:

- Experience in sports communications or within a membership-based organization.
- Familiarity with Olympic or amateur sports environments.
- Experience supporting communications at live sporting events.

### Core Competencies

- Strong written and verbal communication
- Media relationship building
- Strategic messaging
- Collaboration and cross-functional partnership
- Organization and deadline management
- Adaptability in a fast-paced environment

### LOCATION:

 Colorado Springs, Colorado (Hybrid)

U.S. Figure Skating has a flexible work environment. Employees are required to work in the office three days per week; additional temporary remote opportunities exist throughout the year based on the organization's business operations.

### CLASSIFICATION:

 Full-time, Exempt

### REPORTING REQUIREMENT:

 Reports to VP of Communication

### SALARY RANGE:

 \$65,000 - \$85,000 annually

### 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.