POSITION TITLE: Communications Coordinator

PRIMARY SUPERVISOR: Stacey Waldrup, Senior Manager – Communications

OVERVIEW:
USA Ultimate (USAU) is a non-profit, membership-based organization that serves as the national governing body for the sport of ultimate in the U.S. Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. The Ultimate Foundation is a non-profit, philanthropic organization that serves to raise money to support new and established youth and development programs that use the sport of ultimate to build character and strengthen community in the United States.

POSITION DESCRIPTION:
This position operates out of the USA Ultimate headquarters office in Colorado Springs. The communications coordinator will support The Ultimate Foundation and USA Ultimate communications department personnel in their day-to-day duties and will primarily assist in the generation of web content and creation of the organization’s publications. Web content tasks may include updating USA Ultimate microsites, competition and program webpages, curating and/or writing editorial content, archiving historical event data and updating participating team information. In addition, the communications coordinator will be responsible for producing and distributing the quarterly Foundation newsletter.

DUTIES AND RESPONSIBILITIES:
• Work with communications staff to update USA Ultimate webpages, including microsites, competition division landing pages, program pages and mobile app content.
• Assist in management and creation of programs for USA Ultimate championship events.
• Assist in creation of other USA Ultimate publications, including the organization’s annual report and marketing materials.
• Update participating team bio information and images on event microsites.
• Compile list of relevant local media contacts for upcoming world championship events and assist in dissemination of press releases to contacts in the lead up to and during events.
• Curate possible editorial content: topics and authors.
• Research and write relevant editorial content for USA Ultimate websites.
• Compile and analyze web traffic data using Google Analytics to determine trends and create new content accordingly.
• Work with local contacts to find and publish stories about how foundation funds are being used for the Girls’ Ultimate Movement, Learn to Play and Play It Forward programs.
• Assist in communications around foundation special events, including the sport’s 50th Anniversary Celebration.

QUALIFICATIONS:
• Bachelor’s degree in English, communications, journalism or related field or equivalent experience.
• Excellent writing, editing and communication skills.
• Familiarity with AP Style and/or experience following company style guide.
• Ability to work occasionally outside regular business hours, including some weekends and holidays.

PREFERRED KNOWLEDGE AND SKILLS:
• Familiarity with content management systems, WordPress, email marketing tools and Google web tools (i.e., analytics, docs, sheets).
• Strong attention to detail, organizational skills and customer service skills.
Strong initiative, ability to prioritize assignments, positive attitude and ability to work well with a variety of personalities.

Creativity, proactive nature, resourcefulness and ability to work independently.

COMPENSATION AND BENEFITS:

- Full-time salaried position.
- Salary commensurate with experience and qualifications.
- Excellent medical, dental and vision plan.
- Eligible for participation in retirement savings plan after completion of established waiting period.

APPLICATION DEADLINE:
Applications will be accepted until position is filled. Review of applications will begin immediately upon receipt of all below application materials, with interviews scheduled as promising candidates are identified.

TO APPLY:
Please email a current résumé, cover letter with salary requirements (mandatory), and at least three professional references to: hr@usaultimate.org. Please include “Communications Coordinator” in the subject line.

USA Ultimate is an Equal Opportunity Employer.