Position Title: Communications Manager

Department: Marketing, Communications & Brand

Background: USA Ultimate is the national governing body for the sport of ultimate in the U.S. and member of the United States Olympic & Paralympic Committee (USPOC). Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. USA Ultimate is a membership-based 501(c)(3) nonprofit organization that consists of 61,000+ individual members and affiliated organizations across the U.S. with a goal of increasing access to, and participation in the sport of ultimate with an emphasis on inclusion and youth development.

Position Summary: USA Ultimate is seeking a talented, organized and highly motivated individual to join its marketing, communications and brand team in Colorado Springs, Colo. This position will work closely with headquarters staff and community volunteers to acquire, create, update, edit and maintain content for the organization’s website, www.usaultimate.org, and other communication platforms. With a new USA Ultimate website due to launch in 2020, this position will be responsible for overseeing the production of a consistent stream of content for a variety of audiences, including feature stories, news releases, promotional materials, video content and more. The right teammate will be organized, resourceful, and creative and possess an acute attention to detail along with strong writing and editing skills.

Responsibilities
- Write, edit and distribute news releases about USA Ultimate properties, including but not limited to events, teams, programs and other organizational activity.
- Write and edit feature stories designed to promote the sport of ultimate and engage and inspire diverse audiences ranging from potential fans, players and partners to current and dedicated members of the ultimate community.
- Update and maintain USA Ultimate’s website, usaultimate.org, and other organizational or programmatic microsites using WordPress CMS.
- Engage and manage a team of contract or volunteer content contributors, including writers, videographers, photographers and others.
- Maintain national, local and industry media lists for the distribution of news releases.
- Contribute to the production of other USA Ultimate publications, including but not limited to newsletters, annual reports, mass emails, and promotional collaterals.
- Edit content from all USA Ultimate departments for clarity, grammar, style and to maintain consistency with brand guidelines.
- Manage database of still photography and fulfill photo requests.
- Assist digital marketing and communications manager with creating content and copy for social media platforms.
- Other duties as assigned.

Qualifications & Requirements
- Bachelor’s degree in Communications, Journalism, Sports Management, English or other relevant field.
- Minimum 3-5 years’ experience working in a similar role.
- Excellent writing and editing skills.
- Familiarity with WordPress CMS.
• Ability to meet deadlines.
• Knowledge of AP style formatting.
• Ability to manage a team of volunteers and contractors.
• Ability to collaborate in a team setting with a diverse group of teammates.
• Proficient in office-related software, including word processing, database and spreadsheet management, electronic communication and Adobe Creative Suite.
• Availability to work a non-traditional schedule that includes evenings, weekends and holidays.
• Ability to travel.
• Ability to work outside in varying conditions for long periods of time.
• Interest and passion in engaging and supporting people of diverse identities.
• Organizational skills and the ability to multitask, prioritize and execute competing assignments.
• Ability to exercise independent judgment in completing a wide range of projects.

Preferred Experience
• Experience with or knowledge of ultimate and/or other sports.

Compensation: This is a full-time, exempt salaried position located at USA Ultimate’s headquarters in Colorado Springs, Colo. USA Ultimate offers a competitive compensation package consistent with Colorado-based nonprofit organizations and national governing bodies of amateur sport. Benefits include:

• Salary commensurate with experience and qualifications.
• Medical, dental and vision plan.
• Eligible to participate in retirement savings program after receiving at least $5,000 in pay stubs with new enrollment at beginning of each calendar year.
• Limited relocation allowance for candidates not currently located in Colorado Springs.
• Attractive PTO package, including vacation, holidays and personal days.

Application Process: Please send a résumé, cover letter and three writing samples to the email below with the indicated subject line:

TO: hr@usaultimate.org
SUBJECT: Application for Communications Manager

Application Timeframe
Please submit applications by February 7, 2020.

USA Ultimate provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

USA Ultimate strives to increase its workforce diversity. Applicants of color, women, individuals with disabilities, applicants from low-income backgrounds, and LGBTQIA+ applicants are encouraged to apply.