POSITION TITLE: Communications Intern: Content, Writing and Editing

PRIMARY SUPERVISOR: Stacey Waldrup, Manager – Communications and Publications

OVERVIEW: USA Ultimate (USAU) is a non-profit, membership-based organization which 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.

INTERNSHIP PERIODS: Winter (Dec-Mar), Spring (Mar-Jun), Summer (Jun-Sep), Fall (Sep-Dec)
*Exact dates flexible and can be customized to align with academic calendar or other situational needs.

POSITION DESCRIPTION:
This position operates out of the USA Ultimate headquarters office in Colorado Springs. The communications intern will support marketing and communications department personnel in their day-to-day duties and will primarily assist in the generation of web content and the organization and editing of team-submitted information. Web content tasks may include archiving historical event data, updating participating team data, updating USA Ultimate competition and program webpages, and curating and/or writing editorial content. Travel to events may be required, depending on internship period, and would be covered by USA Ultimate.

Sample of Potential Areas of Responsibilities and Projects:
- Work with communications staff to update USA Ultimate webpages, including competition division landing pages, program pages and mobile app content.
- Assist in organization and editing of team event information forms for championship event programs and microsites.
- Update participating team bio information and images on event microsites.
- Compile list of relevant local media contacts for upcoming world championship events.
- Update interactive team participation maps and lists using Google fusion tables.
- Curate possible editorial content: topics and authors.
- Research and write relevant feature content for USA Ultimate websites.
- Compile and analyze web traffic data using Google Analytics to determine trends.

QUALIFICATIONS AND SKILLS:
- Strong desire to learn and gain experience in a professional work environment.
- Excellent writing, editing and communication skills.
- Familiarity with AP Style and/or experience following company style guide.
- Familiarity with content management systems, WordPress and Google web tools (i.e., fusion tables, analytics).
- Ability to work at least 10 hours per week during regular business hours (M-F, 9 a.m. – 5 p.m.)
- Strong customer service skills, attention to detail and organizational skills.
- Strong initiative, positive attitude and ability to work well with a variety of personalities.
- Creativity, proactive nature, resourcefulness and ability to work independently.

MEASUREMENTS AND DELIVERABLES:
- Complete projects as assigned.
- Compile and analyze data.

CONTACT:
Please forward résumé, letter of interest, and list of references in a single document via email to Ethan Taylor-Pierce at intern@usaultimate.org. Contact 719-219-8328 with questions.