USRowing Position Description

Position Title: Communications Coordinator

Incumbent: New Position

Supervisor’s Name/Title: Brett Johnson, Senior Director, Programs & Communications
Dan Brauchli, Communications Manager

Organizational Unit: Communications

I. Position Summary
The communications coordinator assists the Senior Director, Programs & Communications and the Communications Manager in the day-to-day operations of the communications and marketing departments including the production of video, management of social media, written communications including press releases and feature stories, production of press kits, athlete bio maintenance, and on- and off-site media relations.

II. Primary Job Responsibilities
A. Develop, produce and edit original video content for all departments
B. Assist with the day-to-day management of USRowing’s social media platforms
C. Write press releases and feature stories for USRowing’s website and develop associated video content
D. Assist with media operations at national regattas, regional regattas and fundraising events
E. Create promotional marketing materials for potential sponsors and revenue streams
F. Help maintain athlete and media databases
G. Provide support for daily media clips and other administrative duties
H. Assist with media requests, including scheduling and on-site facilitation
I. Assist with post-production footage including marketing and distributing finished product
J. Assist with sports information and media relations duties for national teams and USRowing-owned events as assigned

III. Qualifications:
   A. Excellent organizational skills and attention to detail
   B. Strong communication and interpersonal skills
   C. Demonstrated proofreading ability and use of AP style
   D. Ability to work creatively in fast-paced environments
   E. Ability to meet deadlines with little or no supervision
   F. High level of enthusiasm and a strong work ethic
   G. Proficient with Adobe products (InDesign, Photoshop, Illustrator)
   H. Proficient with Final Cut Pro, Avid, Adobe Premiere or equivalent
   I. Experience in journalism, sports information, video production or a related field

A rowing background is preferred, but not required. Please email a cover letter, resume, work samples and two references by March 30, 2018, at the latest to dan@usrowing.org. Review of resumes will begin immediately.