



USA Basketball Communications Manager

As Communications Manager, this position reports directly to the Head of Communications and is responsible for managing aspects of the communications department including, but not limited to:

Key Responsibilities:

- Promote and create maximum exposure for USA Basketball and the USA Basketball Foundation
- Coordinate and publish content on USA Basketball's website, which is published using Sitecore
- Initiate media interest and facilitate interview requests
- Plan, organize and administer media operations for assigned USA Basketball and FIBA events, including credential supply and distribution
- Write game recaps and compile quotes and statistics
- Help manage departmental editorial schedule and work closely with digital team to ensure cohesive messaging and storytelling across USA Basketball platforms
- Compile and maintain accurate records (statistics, results, rosters, etc.)
- Write, edit and design team media guides, press releases, game notes and other publications
- Maintain various email and media lists
- Respond to various written (FanMail) and phone inquiries from the media and general public
- Compile an end-of-year results book, which includes rosters, statistics and event summaries
- Regularly update the USA Basketball Historical Fact Book
- Track USA Basketball media coverage
- Travel both domestically and internationally, as assigned, to coordinate team communications
- Additional duties as assigned

Desired Qualifications:

- 3+ years of proven experience in communications, media/public relations or related field
- Excellent understanding of AP style and working knowledge of website management, social media platforms and desktop publishing software
- Excellent communicator with strong written, oral, interpersonal and organizational skills.
- Strong work ethic, instincts, judgment and integrity
- Passion for basketball and understanding of the U.S. basketball community and stakeholders
- Bachelor's degree required

Compensation and Benefits:

- Salary Range: \$44,000-\$48,000
- Full-time position located at National Headquarters in Colorado Springs, Colorado
- Comprehensive benefits package including retirement plan, medical, dental, life, STD & LTD insurance & PTO (paid time off)

Application Process & Hiring Requirements:

- Apply via email to hr@usabasketball.com; please use subject line COMMS MANAGER
- Include cover letter, résumé, professional references and three writing/publication samples
- No phone calls please; position will remain open until filled
- Successful candidate must pass a USA Basketball background screen, complete Safe Sport training and be fully vaccinated for COVID-19

