



USA Basketball Communications Coordinator

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

Key Responsibilities:

- Create exposure for USA Basketball and the USA Basketball Foundation
- Manage maintenance of USA Basketball's website, which is published using Sitecore
- Facilitate interview requests and service other media requests
- Support media operations for assigned USA Basketball and FIBA events
- Write game recaps, feature stories and athlete bios
- Compile and maintain accurate records (statistics, results, rosters, etc.)
- Write, edit and design team media guides, press releases, game notes and other publications
- Create and maintain various email and media lists
- Update USA Basketball historical documents
- Travel both domestically and internationally, as assigned, to coordinate team communications
- Support special projects
- Additional duties as assigned

Desired Qualifications:

- Bachelor's degree required
- 1+ year 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

Compensation and Benefits:

- Salary: \$38,000-\$42,000 plus overtime
- 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 COORDINATOR
- 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

