



Position Title: Communications Manager

Department: Marketing, Communications & Brand

Responsible To: Managing Director – Marketing, Communications & Brand

About USA Ultimate: USA Ultimate serves as the national governing body for the sport of ultimate in the United States and is a member of the U.S. Olympic & Paralympic Committee (USPOC) and the World Flying Disc Federation (WFDF). Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. The USA Ultimate staff demonstrates the core values of the organization which are Leadership, Equity, Integrity, Responsibility and Joy. USA Ultimate is a membership-based 501(c)(3) nonprofit organization with a goal of increasing access to and participation in the sport of ultimate, with an emphasis on expanding diversity, ensuring inclusion and youth development.

Position Summary: USA Ultimate is seeking a highly motivated, organized and talented individual to join its marketing, communications and brand team at its national headquarters in Colorado Springs, Colo. This position will work closely with senior leadership, headquarters staff, community volunteers and independent contractors and service providers in broad support of the organization's overall marketing, internal and external communications, and branding efforts. The position requires non-traditional hours and travel including weekends, holidays and evenings.

Primary Responsibilities:

- Maintain, edit and update USA Ultimate's front-facing website, usultimate.org, and other event- or program-specific microsites.
- Create and assist in the acquisition of original editorial content, including news releases, feature stories, program updates and regular columns for consumption by the general public, USA Ultimate members, and the ultimate community at large.
- Manage the production of USA Ultimate publications, including championship event programs, annual reports and other digital and print promotional materials.
- Collaborate with colleagues to develop narratives consistent with USA Ultimate's mission, vision and core values in support of its strategic plan, including a commitment to further diversifying the sport.
- Liaise with other departments to organize and maintain an editorial and content calendar for website content and updates.
- Maintain a list of national and local media contacts and assist with media outreach activity to generate publicity for USA Ultimate events, programs and U.S. National Teams and athletes.
- Build and manage positive and professional relationships with a diverse pool of external editorial contributors.
- Assist in maintaining and enhancing USA Ultimate's social media presence.
- Create content that highlights, promotes and celebrates the existing diversity in ultimate and encourages more diverse participation.

Qualifications:

- Excellent writing, editing and written communication skills.
- Ability to organize and prioritize multiple assignments while executing against hard deadlines.
- Strong attention to detail.
- Proficient with WordPress or other stock or custom website content management systems.
- Ability to collaborate and operate effectively in a team setting with a diverse group of co-workers and volunteers, many of whom work remotely.
- Creative thinker who can generate ideas for feature content.
- Ability to work independently and be proactive and resourceful.
- Capable of operating within a defined budget.
- Capacity to travel and work outside of regular business hours, including evening, weekends and holidays.
- Interest in engaging and supporting people of diverse identities, backgrounds and experiences.
- Ability to work outside in varying conditions for long periods of time.
- Proficient with standard office-related software, including Microsoft Suite, Google products, etc.
- Bachelor's degree or equivalent experience in communications, journalism, public relations, sports management, English or related field.
- Must reside in Colorado and work out of USA Ultimate's national office in Colorado Springs on a regular basis. Some relocation allowance provided.

Preferred Experience and Expertise:

- Knowledge of, or experience with, ultimate and/or other sports.
- Education or demonstrated experience in writing, research, sports information or similar skill set.
- Ability to craft original editorial content across all stages of production (idea conception, research, write, edit and publish.)

Compensation:

- Full-time, exempt, salaried position located at USA Ultimate's national office in Colorado Springs, Colo.
- Starting Salary Range: \$58,000 - \$62,000 annually based on qualifications and experience.
- Competitive medical, dental and vision plan with premiums paid 100% by USA Ultimate and deductible assistance.
- Eligible to participate in Simplified Employee Pension (SEP) retirement savings plan during the specific end-of-year enrollment period and after earning \$5,000 in gross pay.
- Attractive PTO package including vacation, holidays, sick time and maternity/paternity leave.



Application Deadline: October 7, 2025

Application Process: Qualified applicants should send a cover letter, résumé, list of three professional references, and three writing samples to hr@hq.usultimate.org, subject: *Application for Communications Manager*.

Application Timeframe: Applications will be reviewed on a rolling basis starting September 22, with interviews starting the week of October 13.

Projected Start Date: December 1, 2025

*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 strongly encouraged to apply.***