



USA Volleyball

Job Announcement – Assistant, Content Writer

About USA Volleyball

Would you like to work in the Olympic movement with one of the most successful organizations serving one of the fastest growing and exciting sports in the world? USA Volleyball (USAV) is the national governing body for beach, indoor, sitting, snow and para-beach volleyball in the United States with over 400,000 members, responsible for selecting the Olympic and Paralympic volleyball teams. USA Volleyball also supports a network of regional associations, youth and junior programs, national championships, coaching and officials training, grassroots development, and the SafeSport initiative. Visit www.usavolleyball.org for more.

USAV is an equal opportunity employer committed to increasing the diversity of its community. We do not discriminate on the basis of race, color, national origin, gender, age, religion, gender identity or expression, disability, or sexual orientation in our programs and activities or our employment practices. To learn more about USAV's diversity, equity and inclusion efforts, please visit our DEI page at: <https://www.teamusa.org/usa-volleyball/dei>.

Job Description

The Assistant, Content Writer is a temporary (May 1 – Sep 1), part-time position (20 hrs./week) that creates content for USA Volleyball teams, programs and events. Content creation includes writing, updating and publishing digital content for the USA Volleyball website, social media, newsletters, etc., and working with our digital asset management platform. This position will help in remotely covering national team events, age-group national team events, and other events on social media and the website, requiring weekend, holiday and evening hours. USA Volleyball headquarters are located in Colorado Springs, CO, and additional offices are located in Anaheim, CA, Torrance, CA, and Edmond, OK, but this role has the option to be a remote position.

Cross departmental support is a general expectation of all USAV employees.

Summary of Duties and Responsibilities include but are not necessarily limited to:

- Content creation for USA Volleyball digital media channels to engage, inform and connect with key stakeholders while promoting programs, events and teams.
 1. Post social media content including caption copywriting, updating graphics, photo selection and editing.
 2. Write features and event recaps for teams, domestic and international events, athletes and programs (including grassroots volleyball, officials, education, clubs, regions and National Team Development Program).
 3. Provide onsite coverage and support at select USA Volleyball events depending on location, including taking and posting photos and video to social media, and using production-quality video cameras to capture B-roll; liaison with local media.
- Update the USA Volleyball website, including results, page and event adjustments, adding stories, resources and events.
- Assist with strategic marketing and communications campaigns as needed.
- Contribute to organizational photo and video asset management.
- Other duties and projects as assigned.

Qualifications:

- Experience with Wordpress or similar content management system.
- Experience posting to and writing captions for social media including Instagram, Facebook and Twitter.
- Experience with email software such as Campaigner or Constant Contact.



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- Experience writing sports articles for publication.
- Knowledge of Associated Press style.
- Experience with Adobe Creative Suite, with an emphasis on Photoshop.
- Ability to work odd hours for event coverage, including nights, weekends and holidays..
- Must be able to successfully pass a USAV background screening (prior to hire date).
- Must successfully complete SafeSport training within two weeks of hire date and remain current.

Salary: \$15 - \$17/hr.

Benefits: USAV also offers a comprehensive benefits package to all full-time employees to include:

- Prorated paid holidays.
- May contribute to a 403B retirement plan.
- Robust EAP and wellness program.
- Benefits may be modified or discontinued from time to time at the company's discretion as permitted by law.

Applications accepted online only. Phone calls not accepted. Applications must be received by no later than **March 31, 2023**. Writing samples are a required part of the application process. Please attach articles or provide links to online articles. Please ensure your cover letter addresses your interest in USAV and the position.

<https://recruiting.paylocity.com/recruiting/jobs/List/3611/USA-Volleyball>