Position Title:	Coordinator, Partnership Marketing	**FT/PT:**	Full Time
Division:	Commercial	**Reports To:**	Manager, Partnership Marketing
FLSA Status:	Non-Exempt	**Reviewed/Revised:**	November 2021

Job Summary:
The Coordinator, Partnership Marketing will provide broad administrative support to the Partnership team while providing day-to-day support to corporate partners and sponsors. This position is responsible for providing exceptional service to both internal and external customers and for representing the Partnership team.

Essential Duties/Responsibilities:

- Coordinate and assist in the execution of all partnership marketing strategies and initiatives.
- Support the integration of sponsors into USA Swimming and USA Swimming Foundation programs.
- Assist in preparation of year-end recaps to partners.
- Assist in preparation of sales presentations.
- Manage internal sales leads documentation.
- Coordinate partner tickets for various events.
- Coordinate partner integration at USA Swimming hospitality events.
- Support sponsors' return on objective development, tracking, and measurement (ex. sales, awareness, etc.).
- Assist with preparation of all sponsored event activations and deliverables leading up to Championship Series events.
- Assist in pre-event communication and post-event reporting to partners.
- Support the partnership renewal process.
- Work cross-functionally within the organization to help deliver value to partners.
- Assist the partnership team with administrative tasks as requested.
- Assist the Commercial division with administrative tasks and projects as needed.

Qualifications:

- Effective October 1, 2021, USA Swimming is requiring all employees to be vaccinated against COVID-19. In accordance with USA Swimming's duty to provide and maintain a workplace that is free of known hazards, we are adopting this requirement to safeguard the health and safety of our team members, athletes, coaches, trainers, contractors, and vendors. Any and all job offers will be

contingent upon proof of vaccination or an approved exemption from the requirement due to medical or religious reasons.

- Bachelor's degree in sports management, marketing, communications, related field, or equivalent
- Minimum of 3 years of administrative experience in a fast-paced environment
    - Experience working in sports marketing, sales, or business development preferred
- Willing to relocate to Colorado Springs, CO
- A "can-do" attitude and professional demeanor
- Excellent interpersonal, written, and verbal communication skills
- Outstanding organizational and record-keeping skills
- Ability to prioritize and multi-task
- Knowledge of Microsoft Office for communication
- Knowledge of web technology tools
- Ability to travel to domestic events

Salary & Benefits:

- Salary range for this position is $40,000 - $47,000 / year
- Benefits available include:
    - Medical, dental and vision
    - Company paid short-term and long-term disability
    - Company paid life insurance
    - Parental leave
    - 401(k) w/ match after 1 year of service
    - Profit sharing and safe harbor match after 2 years of service
    - EAP
    - PTO
    - 12 paid holidays

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job; other duties may be assigned.

USA Swimming is proud to be an Equal Employment Opportunity Employer