



### **Communications and Program Manager**

A nonprofit organization, providing national leadership in sports and recreation opportunities for individuals with disabilities, is seeking an experienced professional for a full time, salaried position in Rockville, MD. This position will support our national programs. Visit [www.disabledsportsusa.org](http://www.disabledsportsusa.org) for more information about our organization.

#### **Responsibilities include:**

- Managing communications and marketing for Disabled Sports USA
- Serve as editorial manager of Challenge Magazine
- Executing special projects and events
- Communicating DSUSA initiatives to chapters, participants and other stakeholders, including all e-newsletters
- Oversee the development and maintenance of marketing tools and promotional items
- Manage the Disabled Sports USA database
- Coordinate National annual report and chapter survey

#### **Prerequisites:**

- 5+ years relevant experience required
- Minimum education required: Undergraduate Degree in related field.
- Knowledge and experience in communications, marketing, project management, outstanding customer service experience, efficient multi-tasking and good attention to detail. The ability to network and build partnerships, work independently and exercise good judgment. A proven track record of initiative and effective decision making is required
- Supervisory experience is preferred
- Proficiency in Microsoft (Word, Excel, Publisher, PowerPoint), Adobe (Acrobat, Photoshop), Database Management, and online registration systems
- Demonstrated ability to work well in a team environment
- Clean driving record
- Ability to travel (within the United States)

**Salary Range:** \$45,000 - \$50,000 plus benefits

**Please email your resume and cover letter to [hr@dsusa.org](mailto:hr@dsusa.org) for consideration**

Resumes will be accepted until the position is filled

Qualified candidates selected to proceed in the process will be contacted directly by our staff to schedule an interview. No phone calls will be accepted. Disabled Sports USA prohibits discrimination in the recruitment and hiring of employees based on race, age, marital status, disability, sex, sexual orientation, religion or national and ethnic origin.