



### **Technical Writer, Product Support-Internal Applications**

U.S. Figure Skating, the National Governing Body (NGB) for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Technical Writer-Product Support for our internal applications, to include Event Management, Learn to Skate USA, and Membership Management systems. U.S. Figure Skating is a member of the United States Olympic Committee (USOC) and the International Skating Union (ISU).

#### **Responsibilities include:**

- Write and Maintain client reference documentation
- Participates in development of client training programs by identifying learning issues; recommending instructional language
- Research, develop and document technical design specifications and test scripts
- Produce electronic documentation in addition to hard copy manuals
- Maintain a comprehensive library of technical terminology and documentation
- Analyze documents to maintain continuity of style of content

#### **Qualifications:**

Applicant must have 5-7 years proven experience in an IT technical writing position with excellent written and verbal communication skills. Applicant must be able to write in explanatory and procedural styles for multiple audiences. Applicant must possess excellent time management skills with a high level of initiative. Applicant must demonstrate the ability to build strong relationships with volunteers and employees from all levels of the organization. Knowledge and experience in the sport of figure skating is highly preferred.

#### **Classification:**

Exempt Employee

#### **Reporting Requirement:**

Reports to Manager, Product Support

#### **Location:**

Colorado Springs, CO

#### **Salary:**

Salary commensurate with experience.

#### **Application:**

Send cover letter, current resume and three references to: Jared Allen, [jallen@usfigureskating.org](mailto:jallen@usfigureskating.org). No calls will be accepted. Review of resume and applications will begin immediately. Applications will be reviewed until the position is filled.