



United States Quad Rugby Association

4000 Ridgeway Drive, Homewood, AL 35209-5563

Job Title: Public Relations Specialist

Location: Remote

Job Type: Part Time

Time Commitment: 5-10 hours per week

Compensation: Unpaid to start; possibility of compensation in the future.

The United States Quad Rugby Association (USQRA), a 501(c)(3) nonprofit organization, exists to provide opportunity, support, and structure for competitive wheelchair rugby to people with disabilities. There are over 500 players competing in over 40 teams across the country.

We are looking for an eager and savvy Public Relations Specialist to work with our Board of Directors to help build and maintain our brand. The person selected for this position will work to maintain the growth and public awareness of the USQRA and the sport of wheelchair rugby in the United States.

Responsibilities:

- The Public Relations Specialist shall be appointed to maintain the growth and public awareness of the USQRA, and the sport.
- Maintain the public-facing front of the organization, with the goal of enriching the organization's position, within the public eye
- Create marketing and promotional materials, both print and electronic
- Copyedit, proofread, and revise communications
- Develop marketing and communications campaigns; and
- Conduct extensive media outreach.

Requirements:

- Strong writing and communication skills
- Knowledge of social media platforms
- Excellent organizational skills and attention to detail
- Ability to work independently as part of a remote team
- Experience with Microsoft Office
- Knowledge of wheelchair rugby or adaptive sports preferred

Education:

- Currently enrolled in or completed Undergraduate or Graduate degree in field related to Marketing, Communications, or Business. Can be substituted for direct public relations experience.

Interested candidates please send your resume and cover letter to President@quadrugby.com

Smashing Stereotypes One Hit at a Time
www.USQRA.org