

Marketing and Program Coordinator – Fort Dupont Ice Arena, a 501c3 Not-for-profit

Location: Washington, D.C.

Versatile and active position in youth sports non-profit. Duties include on-ice coaching, off-ice administrative, and responsibility for the website and social media. This position reports to the Program Director. Ice skating experience preferred.

Position Summary:

1. Program Management Duties

- Customer communication / roster management
- Preparation of informational materials
- Organize and execute Schools Skate for Fitness, an existing collaboration with D.C Public Schools
- Management of other community enrichment programs including the holiday ice show

2. Marketing Duties

- Public relations
- Basic creative / graphic design
- Website management
- Social media management
- Internal communications
- Basic photography

Requirements:

1. Proficient in Microsoft office and social media
2. Ice skating experience encouraged
3. Proficient communicator and collaborator
4. Self-motivated individual seeking a rewarding experience in not-for-profit

Salary Range: \$ 40,000 to \$ 45,000 depending on experience, health care benefits available

About Friends of Fort Dupont Ice Arena:

The Friends of Fort Dupont Ice Arena (Friends of FDIA), a not for profit 501(c)3, was formed in the summer of 1996 in response to the pending closure of the ice arena by its former owner, the National Park Service. Parents and friends organized and took over the management of the arena, revitalizing the facility that is located in the heart of Ward 7 in Southeast DC.

During the past twenty years, Friends of FDIA has initiated and overseen major repairs, including a new addition to house offices and an educational meeting room complete with eight computer workstations, a refurbished lobby and concession stand, and an expanded skate shop.

In addition to bricks and mortar support, Friends of FDIA created the Kids On Ice® (KOI) program, providing subsidized figure skating, hockey and speed skating lessons to youth in Washington DC Metropolitan area. This program is unique in that all three types of skating are Olympic sports, it offers programming to both boys and girls, and parents can choose from either a team sport or an individual sport.

The FDIA is the only public indoor ice arena located in Washington, DC.

Mission Statement:

To provide increased opportunity, education, and inspiration to the young people of Washington, DC and the surrounding area through ice skating and educational activities.