Job Title: Membership/Development Intern

Employer: USA Rugby

Job Compensation: Unpaid/Must be Able to Receive College Credit

Reports to: Membership/Philanthropy Department

Term: Summer 2020 - USA Rugby (Lafayette, CO)

Overview: The primary focus of this internship is to support and assist the Membership/Philanthropy department in all programs, events, registrations and other tasks which contribute to the growth of rugby in the United States. In addition, the intern will help with projects providing a specific focus on resources and community involvement within the membership and philanthropy department.

Please email Resumes to membership@usa.rugby and eligibility@usa.rugby

Responsibilities:

● Work with local unions, conferences, and State Rugby Organizations regarding Certificates of Insurance, New Club Applications, and International Tours
● Respond quickly and effectively to member service inquiries related to all aspects of USA Rugby
● Work with various eligibility departments to streamline eligibility requests across the USA Rugby landscape
● Assist with ongoing transition and maintenance of member registration and information management systems
● Assist in improving efficiency within the Membership and Eligibility Departments
● Research projects to help determine Membership trends
● Office administrative tasks and other tasks as assigned

Benefits to the Intern:

● Working for a National Governing Body
● Gaining experience from a multi-faceted sports organization from both a Membership, and a Philanthropy standpoint

Required Education and Skill Set:

● Exceptional interpersonal and communication skills, both written and verbal
● Computer literacy in all Microsoft products; experience with USA Rugby Webpoint Database is a plus
● Ability to multitask and handle competing priorities by way of time management
● Creative thinking, and the ability to problem solve
● Must be comfortable answering the/on the phone
● Flexible schedule is a plus

Percentage of duties (estimated):

● 25% Eligibility Projects
● 25% Membership Projects
● 30% Community Assistance
● 20% Insurance and Compliance Coordination

Note: When applying for the job online, you will be required to answer the following:

● Are you able to get school credit for this internship?
● Are you willing to work in / relocate to Lafayette, CO area at your own expense if hired?
● Do you have reliable transportation?