Description

About USA Wrestling

Want to work in the Olympic Movement with one of the most successful organizations serving one of the greatest sports in the world? USA Wrestling is the national governing body for freestyle and Greco-Roman wrestling in the United States with over 240,000 members, responsible for selecting the Olympic teams. USA Wrestling also supports a network of regional associations, youth, junior and senior programs, national championships, coaching and officials training, grassroots development, and the SafeSport initiative. Visit www.themat.com for more.

Job Description

The Assistant, Events is a regular full-time exempt position reporting to the Director, Events. The successful candidate will be an experienced professional tasked with supporting all aspects of department operations to include but not limited to: websites, registration, event logistics and execution, and budget management. This position requires excellent organization, communication, planning and coordination. Independent judgment is required to plan, prioritize and organize a diversified workload, and make recommendations for changes in office processes, programs and practices. This position answers non-routine correspondence exercising the ability to communicate effectively with a wide range of constituencies. Additional hours may be required to include nights, weekends and holidays. The position is located in Colorado Springs, Colorado.

Job Responsibility

USA Wrestling (USAW) is seeking a qualified individual to assist in the area of National Events to develop, promote, implement and coordinate USA Wrestling’s national events programs at regional, national and international levels. Specific duties and responsibilities include but are not limited to:

- Design, production and distribution of event flyers and other event specific documents and websites.
- Coordinate the purchasing, cleaning, packaging and distribution of all event related materials, equipment and supplies.
- Manage inventories and coordinate all areas of shipping equipment and other supplies, including contract negotiation.
- Coordinate set-up of USAW events, including venue layout, sponsorship fulfillment, and general venue appearance.
- Responsible for managing/training various levels of volunteers
- Responsible for networking computers, printers, score-clocks and servers at USAW Events.
- Responsible for blast email and social media promotion of prospective events, message board posting and online registrations.
- Serve as event director/USA Wrestling point of contact for event public relations needs, television broadcast needs, internet transmission needs, sponsorship acquisition and fulfillment needs prior to and during events.
- Assist with the preparation and distribution of bid specifications for future USA Wrestling events.
- Responsible for all pre and post event USA Wrestling accounting and invoicing procedures and paperwork.
- Responsible for all transportation and lodging logistics.
- Assist USA Wrestling Marketing Department with implementing and managing ticketing sales strategy for all senior level events.
- Manage signage, decor, ancillary events, and game day atmosphere in order to improve fan/athlete experience for all regional and national events.
- Able to lift heavy objects over 75 lbs.
- Perform such duties as may be assigned by the Director of National Events.

**Minimum Qualifications**
- Bachelor’s degree, Business or Sport Administration or related degree or equivalent work experience.
- Minimum two years of related experience.
- Strong organizational and communication skills with attention to detail.
- Proficiency in all Microsoft Office programs including Word, Excel and Outlook.
- Must be a self-starter with initiative and focus on details.
- Experience working with database systems is a plus.
- Must be able to successfully pass a USA Wrestling background screening (prior to hire date).
- Must successfully complete SafeSport Certification within two weeks of hire date.

**Hiring Pay Range**
$40,000-45,000 per year depending on experience.

**Benefits**
- Paid vacation, personal and sick time
- Approximately 10 paid holidays per year
- 403 (b) retirement plan
- Medical, dental and vision insurance
- Employer paid life insurance
- Benefits may be modified or discontinued from time to time at the company’s discretion as permitted by law.
Other Information

The USA Wrestling Office is located in Colorado Springs, CO - ability to work from National Office is required.

PHYSICAL DEMANDS: Ability to lift and carry up to 50 lbs. Stand for long periods of time during events.

NON-PHYSICAL DEMANDS: Travel at least 15 times per year (including weekend travel)

Application Process

To be considered, applicants must submit a cover letter and resume to Pete Isais, pisais@usawrestling.org