USA Boxing is the national governing body for the sport of amateur, Olympic-style boxing in the U.S. Our mission is to promote and grow amateur boxing starting with the eight-year-olds in the neighborhood gyms to our elite boxers looking to make the Olympic team. Additionally, USA Boxing endeavors to teach all participants the character, confidence and focus they need to become resilient and diverse champions, both in and out of the ring.

Currently, USA Boxing organizes and hosts 3-5 national events each year. The National Events Coordinator will work closely with the National Events Manager and others in the Events Department to ensure each aspect of an event is well-executed and successful in all phases of planning and oversight.

**Duties & Responsibilities:**

**With guidance from the National Events Manager, plan and oversee all USA Boxing national tournaments.**

- Assist in analyzing bids from potential host cities for national events. Under the guidance of the National Event Manager, as well as the Executive Director and Events Director, select host cities and assist with contract negotiations

- Work closely with host cities and local sports commissions to obtain local resources to ensure a successful event including volunteer recruitment and management at events

- Assist in identifying event staff and roles. Assist with check-in logistics and other event operations as needed

- Oversee and confirm all ground transportation, airline reservations, housing, meals, etc. for national events which may include tournament staff, officials, USA Boxing staff, and USA Boxing Board of Directors

- Coordinate event logistics such as, but not limited to, shipping, pack-in & pack-out, awards, registration gifts, credentialing, etc.

- Attends events to direct staff and outside vendors and ensure events are executed in an efficient manner; expedites all problems and emergencies

- Ensures that all materials/equipment required for event are in place; rectifies any deficiencies

- Supervise events staff, volunteer management

- Establish and administer an event after-action report after each event to ascertain what worked and what did not

- Assist members with events related questions via email or calls into the office; works closely with membership department
Qualifications:

Education
Bachelor’s Degree preferred, preferably in Sports Management, Hospitality, or Administration

Experience
• Ideally, 1 to 2 years of experience working as an event coordinator or manager
• Previous event experience with an NGB or the US Olympic & Paralympic Committee is a plus

The ideal candidate for this job must:

• be able to work in a fast-paced, rapidly changing environment, with the ability to navigate high-stress situations and keep composure
• have the ability to manage several projects simultaneously and to succeed under pressure
• work independently while maintaining strong communication/collaboration with teammates
• be self-motivated and ability to complete tasks with little instruction
• have strong technology skills including the use of PCs and Microsoft Office products, especially Excel.
• be able to multi-task as well as delegate
• be detail-oriented with excellent time management skills
• be physically able to lift and move boxes, equipment, anything related to putting on a boxing event
• be able and willing to travel several times a year, for up to 2 weeks at a time

Other desired qualifications/attributes:

• Excellent communication skills, both written and verbal
• Administrative experience to include preparing budgets, reports, and presentations
• Personable, positive outlook and friendly
• Possesses sound judgement and critical thinking, problem solver
• Methodical in approach to completing tasks
• Flexibility – the ability to execute contingency plans

Position Type: Non-exempt, Regular, Full-time
Supervisory Role: Supervises Events Intern, if applicable
Salary Range: $18.75 - $20.19 per hour
Working conditions: Office building with cubicles
Typical schedule is M-F, 8am to 5pm, 1 hour for lunch
Significant overtime is likely required during and leading up to major events
Travel is required several times a year

USA Boxing does not discriminate on the basis of race, religion, national origin, gender, age, handicap, or veteran status. All qualified applicants will be given equal opportunity. Selection decisions are based upon job-related factors. All employees must pass a background screening.

Position is open until filled. For full consideration, please submit a cover letter and your resume hkissack@kdhrconsulting.com. Likely Start Date: January/February 2022.