Job Title: Operations Administrator

Department: Operations

Reports to: Chief of Operations, COO

FLSA Status: Non-Exempt

Position: Full-time

Salary Range: $21-30 per hour depending on experience

Send Resume and Cover Letter to: hr@usashooting.org

Organizational Mission Statement:

Prepare American athletes to win Olympic and Paralympic medals, promote the shooting sports throughout the U.S., and govern the conduct of international shooting in the country.

Job Summary:

USA Shooting (USAS) is currently looking for a dynamic full-time individual who is passionate about the Olympic Shooting Sports. The ideal candidate will be a detail-oriented self-starter with excellent organization and communication skills. The candidate should be well versed in standard office administration duties and have a working knowledge of financial / bookkeeping duties. Additional responsibilities will be delegated to further the overall strategic development of USA Shooting.

Coordinates & Interacts With:

- USA Shooting staff and coaches
- USA Shooting contracted remote accounting firm
- United States Olympic and Paralympic Committee
- USA Shooting members and volunteers.
- Other outside organizations and/or venues regarding USA Shooting.
Duties/Responsibilities:

OPERATIONS ADMINISTRATION:

- Provides clerical support to help the organization with assigned administrative duties such as answering phones, emails, distributing mail, and bookkeeping.
- Assist with other financial duties and recurring subscriptions.
- Administration of any online portals or platforms.
- Assist with athlete and staff travel arrangements.
- Assist with organizational audits.
- Maintain and order office supplies as needed.
- Find creative solutions to challenges that arise, with fiscal responsibility in mind.
- Contribute to staff meetings and brainstorming sessions to better the organization's overall mission.
- Assist in additional responsibilities as delegated to further the organization's overall strategic development.

Required Skills/Abilities:

- Strong analytical and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, including Excel.
- Computer literacy and the ability to learn new software technologies are highly valued.
- Ability to work independently and with modest supervision.
- Excellent verbal and written communication skills.
- Positive customer service skills in dealing with USAS stakeholders.

Education and Experience:

- College degree or equivalent experience

Physical Requirements:

- Ability to lift 25 lbs.
- Occasional extended workdays

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. USA Shooting, a National Governing Body of the USOPC (United States Olympic & Paralympic Committee), is an equal opportunity employer.