Title: Intern  
Reports to: Operations Manager  
Posting Date: November 18, 2022  
Location: Colorado Springs, CO, hybrid or remote options available  
Dates: January-May (flexible options available)  
Application Deadline: December 16, 2022

USHPA

United States Hang Gliding & Paragliding Association (USHPA) is a private, voluntary membership, 501(c)(3) non-profit organization, incorporated as a California corporation but doing business in Colorado.

The organization began as the Southern California Hang Gliding Association in 1971 and shortly afterwards, on December 18, 1973, became the United States Hang Gliding Association (USHGA), headquartered in southern California. It was incorporated in March of 1974. In 1989, the Association was moved from Southern California to its present home in Colorado Springs, CO and in 2006, became the United States Hang Gliding and Paragliding Association (USHPA).

USHPA, as a membership organization, supports those who wish to fly hang gliders and paragliders through programs, benefits and information promoting safety, training, and site access.

Duties & Responsibilities

- Provide administrative support to the USHPA staff
- Answer phone calls and emails to assist members with membership applications, website inquiries and general questions
- Process incoming membership paperwork
- Process incoming mail
- Manage USHPA records and warehouse
- Provide support for communications channels including website updates, social media management and newsletter distribution
- Special projects as assigned based on interest, skillset and organizational need
Qualifications

- Students currently enrolled in college in a related area of study (i.e. Sport Management, Recreation Management, Communications, etc.)
- Strong initiative, positive attitude and the ability to work well with a variety of personalities
- Excellent verbal and written communications skills and creative ability
- Ability to work under deadlines and manage multiple projects
- Adequate clerical skills to function efficiently in an office environment. Knowledge of MS Office Suite is required
- Strong desire to learn and gain experience by working on a variety of projects in a professional work environment
- Available to work a minimum of 10-15 hours per week during regular business hours (8-5 pm MST, Monday – Friday) during the semester

Credit Hours

The United States Hang Gliding & Paragliding Association internship will include credit hours as determined by the internship program guidelines of the student's college.

Compensation

This is a paid position, issued as a stipend after the internship has been completed and typically ranges from $400 - $575.

To apply, please submit a letter of interest, resume and 2-3 professional references to: office@ushpa.org