



The National Governing Body of Olympic Taekwondo is seeking an enthusiastic student with a multi-disciplined skill set to assist, support and strengthen the National Headquarters of USA Taekwondo by working closely with the many different business areas of the organization. An internship with USA Taekwondo will help you gain practical experience that parallels academic study and foster strong working relationships within the sports industry.

Essential Job Functions include, but are not limited to, the following:

- Support the Manager of Events and High Performance in implementing national events such as the U.S. Open and U.S. Nationals
- Assist the High Performance department with day-to-day National Team operations, including travel and team logistics, registrations, and communication
- Assist the Events department with day-to-day operations, including volunteer management, logistics, and implementation of event deliverables
- Assist USA Taekwondo with other administrative duties typical of sports organizations

Required Skills

- Proficiency with MS Office, including Word, Excel, and Power Point
- Ability to perform physical work required for event setup, including lifting up to 25 lbs.

Required Experience and Qualifications

- Educational requirements: current enrollment in either a Bachelor's degree program at the junior or senior level, or enrolled in a Master's degree program.
- Passion for business, sport and the ideals of the Olympic Movement
- Strong desire to learn about sport administration, events and high performance
- Eligible to work in the USA

Job Location

- US Olympic Sport House, Colorado Springs, Colo.

Hours

- Full or part-time available. Standard business hours with occasional nights and weekends as needed. Some travel required.

To apply, submit your resume and cover letter to stacy.andrews@usa-taekwondo.us. Applications for Fall 2013 will be taken until the position is filled. Application deadline for the Spring 2014 semester is Dec. 1, 2013.