

USA Weightlifting

Membership Services Intern

Location: Colorado Springs or Remote

Position runs from March 2021 – July 2021 (Part Time)

About USA Weightlifting

USA Weightlifting is the National Governing Body (NGB) for the Olympic sport of Weightlifting. The mission of the organization is to enable US athletes to achieve sustained competitive excellence in Olympic Competition and grow the sport of Weightlifting in the United States.

Overview: The National Governing Body of Olympic Weightlifting under the U.S. Olympic Committee is seeking an enthusiastic student with a multi-disciplined skill set to assist, support, and strengthen the National headquarters of USA Weightlifting by working closely with the membership department of the organization. An unpaid internship with USA Weightlifting will allow the individual to gain practical experience that parallels academic study and fosters strong working relationships in the sports industry.

Reports to: Membership Services Manager

Position Responsibilities:

- Provide operational support with Membership Department projects, including, International Weightlifting Day activities and club excellence program.
- Support the Membership Department with merchandise and procurement as well as event registration & results management.
- Assist with day-to-day operations of the National Office.
- Serve as front-line customer support on the telephone & email for questions and concerns from our members.
- Other duties as assigned

Minimal Job Requirements

- Strong computer skills (Microsoft Office 365 required, focus in Microsoft Excel).
- Willingness to participate in positive, collaborative, member and athlete-focused culture.
- Exceptional attention to detail.
- Unquestioned integrity.
- Strong professionalism, verbal, written listening and public speaking skills.
- Must be very well organized with strong time management skills and highly developed organizational and planning skills.
- Passion for business, sport and the ideals of the Olympic Movement.
- **Educational Requirements:** Currently enrolled in a Bachelor degree program at the junior or senior level status or currently enrolled in a Master's degree program.
- This is a remote internship. If applicant isn't based in Colorado Springs, Colorado, they will be expected to use personal equipment during this internship.

Equal Opportunity

Applicants and employees are considered for positions and are evaluated without regard to mental or physical disability, race, color, religion, gender, national origin, age, genetic information, military or veteran status, sexual orientation, marital status, gender identity or any other protected Federal, State/Province or Local status unrelated to the performance of the work involved.

To apply, email cover letter & resume to: brad.suchorski@usaweightlifting.org no later than February 22nd, 2021 by 5PM Mountain Time.