



Title: Membership – Summer Intern

Reports to: Director of Member Services & Referee Programs

Posting Date: February 28, 2022

Location: Remote

Internship Dates: Late May – Late August (Dates TBD)

Application Deadline: April 1, 2022

USRowing

USRowing is a nonprofit organization recognized by the United States Olympic and Paralympic Committee as the national governing body for the sport of rowing in the United States. USRowing selects, trains, and manages the teams that represent the U.S. in international competition.

The organization serves multiple constituencies including novice learn-to-rowers, parents of rowers, masters rowers, adaptive rowers, collegiate rowers, indoor rowers and, most recently, coastal rowers.

We are focused on growing diversity, equity, and inclusion within the sport of rowing on a national scale, on increasing support for our national team programs, and providing additional benefits and value to our membership (approximately 80,000 individuals) and clubs.

What We Offer

A summer internship with the USRowing Member Services team will provide valuable experience in database management, compliance coordination, customer service and engagement, on-site and digital member communication, and much more. Join us for a summer on the road, traveling to national championships across the United States and providing our members with the best interactions possible. From valuable hands-on skills to contributing to planning meetings and helping crown national champions, we look forward to having you on our team and learning all about the work we do.

Responsibilities:

The primary objectives will be to assist the Membership Department with marketing initiatives, provide support at summer championships, database management, market research, event compliance, as well as development and implementation of new member programming.

- Provide administrative support to Membership Department
- Help membership obtain compliance status of athletes leading up to Championship regattas
- Answer phone calls and emails daily to assist members with membership level inquiries, compliance status, completing SafeSport
- Conduct projects to collect information regarding membership processes, website presentation, and resource/benefit analysis
- Maintain current membership database
- Provide staff support with membership event compliance both in office and onsite
- Develop event marketing to aid with promotion of member benefits
- Support of other departments, such as the Events and Communications departments events registration

Qualifications:

- Possesses effective communication skills, both verbal & written
- Has strong computer skills including knowledge of Microsoft Office products (Word, Excel, etc.)
- Enjoys teamwork
- Maintains positive attitude
- Ability to meet deadlines with little to no supervision
- “No task is too small” attitude
- Able to lift 50 lbs.

Applicants must have a willingness to travel and be available to work occasional evenings and weekends. Applicants will be working from home unless attending USRowing events. USRowing covers expenses for those work trips. The intern will receive a stipend for the summer. Course credit is also available.

USRowing Values

USRowing is committed to the following values to fulfill its mission and achieve its priorities:

CULTURE OF MUTUAL RESPECT. Foster an inclusive culture honoring the rights, views, and inherent value of others, treating all with dignity and courtesy.

PROFESSIONALISM. Develop and share expertise, act effectively and efficiently, and be responsive and reliable, honoring all pledges and promises in a timely and trustworthy manner.

SAFETY. Be constantly mindful of safety on and off the water, taking proactive measures to prevent injury, abuse, or other harm, and help others both within USRowing and among member organizations.

INTEGRITY. Have the courage to choose what is right, adhere to the mission and practice our values rather than merely profess them. Employ the highest ethical standards, demonstrating honesty and fairness in every action we take.

FAIR COMPETITION. Commit to upholding the integrity of sport to ensure a level playing field devoid of doping, cheating or other forms of unfair advantage.

TEAMWORK. Work collaboratively and assume positive intent; support each other to combine individual strengths while keeping an eye on the greater good.

ENJOYMENT IN ALL ASPECTS OF SPORT. Create opportunities for involvement that promote a positive experience and lifelong love for rowing for all.

Please email cover letter, resume, and references by April 1, 2022, to **Jules Zane, Director of Member Services and Referee Programs**, jules.zane@usrowing.org.

USRowing is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We are committed to growing diversity, equity, and inclusion in the sport of rowing and believe that works begins in our own space. We believe diversity makes us stronger and encourage individuals with diverse backgrounds and life experiences to apply to join our team.