



Title: National Team – Summer Intern

Reports to: Associate Director of National Team Operations

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

The primary objective of the intern will be to assist the National Team Department in the administrative coordination of domestic, elite-level racing and logistical planning for the 2022 World Championship Teams and their selection events.

Responsibilities:

- Provide administrative support to the National Team Department
- Communicate with athletes, parents and/or coaches as required
- Act as “in-office” National Team contact for traveling staff members (Note: intern(s) may travel to the National Championship Regatta to assist national team staff in the trials part of the regatta and domestic staff in overall regatta logistic; travel expenses to be covered by USRowing)
- Assist with team paperwork and payment processing, athlete compliance, supporter information, event ticketing, and travel logistics
- Provide staff support in executing USRowing National Team regattas and other events
- Other duties and responsibilities as assigned by National Team Operations Staff

Major Events of Focus:

- Trials for Junior, U23, and Senior World Championships
- World Cups and other international events
- 2022 Senior, Under 23, and Junior World Championships
- Administrator for Development Camps

Qualifications:

- Excellent organizational skills
- Strong communication and interpersonal skills (in-person, phone, written/email)
- Ability to work independently and efficiently with little supervision
- Ability to work in fast paced environments
- Ability to meet deadlines with no supervision
- Basic computer, Microsoft Excel, and database skills
- Comfortable doing hands-on tasks in an outdoor setting
- Strong level of professionalism and work ethic

A rowing background is not required. Applicant must be available to work irregular hours – evenings, early mornings, and on the weekends – when events are taking place, regular business hours otherwise. Each intern will receive a stipend for the summer. Additionally, course credit is 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 e-mail cover letter, resume, and references by April 1, 2022, to will.daly@usrowing.org with the subject line: **2022 National Team Internship.**

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.