

**Event Management Internship – One paid position available**

ABOUT USA SOFTBALL: Founded in 1933, USA Softball is the National Governing Body of Softball in the United States and a member of the United States Olympic and Paralympic Committee. One of the nation's largest sports organizations, USA Softball sanctions competition in every state through a network of local associations and has grown from a few hundred teams in the early days to over 135,000 teams today, representing a membership of more than one million. USA Softball is responsible for training, equipping, and promoting the pipeline dream of competing at the national level for all participants.

**RESPONSIBILITIES:**

- Assist with the planning and coordination of upcoming events season.
- Duties include:
  - Event operations and administration
  - Database entry
  - Logistics
  - Participant services
  - Ticketing & money management
  - Adhering to requirements of the USOPC and US Center for Safesport
  - Registration compliance based on USA Softball Procedural Code & Bylaws
  - Volunteer recruitment and management
  - Hospitality
  - Providing valuable input at department meetings
  - 3<sup>rd</sup> Party Vendor management
  - General support

**Compensation: \$9/hour**

**Benefits:** This internship does not include any additional benefits (medical/dental insurance, tuition reimbursement, retirement plan, etc.).

Interested applicants will send a cover letter, resume and two letters of recommendation.

Julie Whiteaker, Event Manager

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Subject line: Event Management Internship

