

INTAKE ADMINISTRATOR

Are you passionate about Gymnastics and driven to make a difference? We're looking for talented and motivated individuals to join our team. Whether you're on the field, in the office, or behind the scenes, your work will help shape the future of gymnastics across the United States.

We are hiring an Intake Coordinator to support USA Gymnastics' athlete safety response and resolution process. This role requires independent judgment and ability to plan, prioritize, and organize a diversified workload.

ESSENTIAL DUTIES

- Perform case setup and data entry in the USA Gymnastics case management system.
- Provide intake and resolution communications.
- Prepare response and resolution documents, such as emails, letters, and notices.
- Maintain accurate recordkeeping in the USA Gymnastics case management system.
- Prepare and format data reports.
- Collect and retrieve information from cases as requested.
- Maintain functional understanding of all relevant policies and procedures, including the USA Gymnastic Safe Sport Policy, the SafeSport Code for the U.S. Olympic and Paralympic Movement, and the Minor Athlete Abuse Prevention Policies (MAAPP).
- Maintain strict confidentiality as required by USA Gymnastics policies.

REQUIREMENTS

- Bachelor's degree preferred.
- Minimum 2 years' experience in a professional setting, handling confidential information, working with a case management system, or related position.
- Working knowledge and competency with all applications in the Microsoft Office Suite.
- Ability to organize and prioritize numerous tasks and meet deadlines.
- Professional written and verbal communication skills.
- Ability to keep detailed and accurate notes.
- Demonstrated judgment in managing highly sensitive and confidential information.
- Excellent organizational skills, ability to excel in a fast-paced environment, willingness to adapt to an evolving environment, and consistent attention to detail in all facets of one's responsibilities.

At USA Gymnastics, we are committed to creating a diverse, equitable, and inclusive environment where everyone is respected and valued. We are dedicated to providing equal opportunities for all, regardless of race, ethnicity, gender, age, religion, disability, or sexual orientation. We seek to create a workplace that reflects the rich diversity of the members we serve and encourage candidates from all backgrounds to apply.

To apply, please send your resume to Recruiting@USAGym.org.