
Membership and Event Coordinator

National Wheelchair Basketball Association (NWBA)

Location: Colorado Springs, CO or remote/hybrid

Type: Full-Time, Exempt

About the NWBA

Founded in 1949, the **National Wheelchair Basketball Association (NWBA)** is the oldest and largest adaptive sports organization, which advanced wheelchair basketball from rehabilitation to a global sport with the U.S. as a perennial powerhouse. As the national governing body, the NWBA is responsible for the continued growth, development, and competitive excellence of the sport across all levels from youth to gold medal Paralympians.

The NWBA provides life-changing opportunities for athletes through participation, competition, and community. To do so, we committed to building a fiscally strong, professionally managed, and forward-thinking organization that supports our members and secures the future of the sport.

Now, the NWBA is pushing forward to drive historic growth for our sport by leveraging the LA 2028 Paralympic Games as a generational catalyst for increased awareness and success. To achieve our goal of doubling the number of our teams and athletes, we need to rapidly implement innovative changes to accelerate fund raising from new sources.

Position Overview

The NWBA is seeking an energetic, driven young professional for the role of **Membership and Event Coordinator** to drive assist in driving membership growth and in managing the calendar of NWBA events including the National Championship series as well as programs and clinics throughout the season.

This position is ideal for a young professional who wants to gain invaluable experience in the Paralympic Movement working on a small, fast paced team where you would have an immediate impact. Reporting directly to the Director of Memberships and Events, this role will

- Ensure ongoing local, national, and international programmatic excellence, program evaluation, and consistent quality of programming and delivery from the National Office to NWBA membership.
 - Assist with the planning and execution of the NWBA National Championship Series; and any other events created or developed by the NWBA.
 - Assist in the design, management, and implementation of all aspects of the NWBA individual and team membership programs.
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Key Responsibilities

The Membership and Event Coordinator serves as a key point of contact for NWBA members and plays an integral role in delivering exceptional member experiences, supporting organizational growth, and advancing participation in the sport.

Membership Services

- Manage the incoming team and individual inquiries to support members throughout the season
- Own the implementation of the Chair Share Program – a new initiative to bring sport chairs to new programs/athletes looking to get involved with the sport
- Assist in the registration build and maintenance within Sports Engine, our membership management platform

Event Management

- Attend regular meetings with event hosts and coordinate all things related to the planning and execution of the NWBA National Championship Series
 - Work with the Director Memberships and Events to select future host sites for these events – may include site visits and conference attendance
 - During the events, work with the NWBA staff to ensure smooth operation of each event from start to finish
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Qualifications

Required

- Bachelor's degree
- Exceptional attention to detail
- Strong relationship-building and stakeholder management skills
- Excellent written and verbal communication abilities

- Strategic thinker with strong organizational and project management skills
- Experience working with volunteers, committees, or board members
- Ability to travel and work evenings/weekends as required

Preferred

- 1-2 years of customer service experience
 - 1-2 years of event management experience
 - Experience within the Olympic or Paralympic Movement
 - Local to Colorado Springs where the NWBA HQ, remote applicants will be considered
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Compensation & Benefits

- Salary range: **\$40,000 – \$50,000**, commensurate with experience
 - Medical and dental insurance available
 - 401(k) with employer match
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Why Join the NWBA?

As part of our team, you will have the rare opportunity to improve the lives of adaptive athletes while enhancing the long-term sustainability of a historic and globally successful national organization.

If you are motivated by mission-driven work, energized by building relationships, and excited about service to others to fuel impact — we encourage you to apply.

Application Process

Please submit the following:

- Resume
- Cover letter detailing your interest and fit for the role

Subject line: *Membership and Event Coordinator Application*

Submit materials to:

Erich Groezinger, Director of Memberships and Events

erichgroezinger@nwba.org

Applications will be accepted until the position is filled but must be received no later than **August 3, 2026**.

Equal Opportunity Employer

The NWBA is an Equal Opportunity Employer and is committed to building a diverse and inclusive workplace. All qualified applicants and employees will be considered for employment and advancement without regard to any status protected by applicable law, including disability, race, color, creed, sex, religion, age, national origin, sexual orientation, gender identity, gender expression, marital status, or ancestry.

The Membership and Event Coordinator position is an at-will employee.
