Program Coordinator

USA Gymnastics is entering a new phase of growth, building on a strong foundation and looking ahead to key milestones and beyond. The organization is focused on executing a disciplined growth strategy that supports athlete safety, competitive excellence, participation, and long-term sustainability.

The Opportunity

Reporting to the Chief Programs Officer (CPO) of USA Gymnastics, the Program Coordinator provides overall administrative assistance across all gymnastics disciplines. The position also supports the CPO on a day-to-day basis with administrative support. This Program Coordinator will coordinate travel logistics and on-site support for international delegation events, domestic competitions, committee meetings, and program camps. This position will lead USA Gymnastics efforts in the promotion of a safe, healthy training environment for all participants, and will promote compliance with and enforcement of applicable USA Gymnastics rules, policies, and safe sport provisions in the gymnastics community.

Key Responsibilities

- Provide overall administrative assistance to the Programs Department across all disciplines including supporting the Chief Programs Officer on day-to-day basis
- Support in management of program related paperwork, maintain files, and monitor reports as requested
- Maintain a central database for program contacts and calendars
- Assist with National Team apparel distribution
- Assist with the planning and on-site support for camps, domestic and international competitions, and other activities
- Assist with domestic and international travel for meetings, camps, events, and competitions for participants
- Support in preparation and management of delegation materials for international competitions
- Assist Director of National Team Services and Games Operations with the planning of multi-sport Games logistics and National Team document maintenance
- Liaise with other USA Gymnastics departments as necessary to complete projects
- All other duties as assigned

General Duties and Responsibilities

- Demonstrate a clear understanding of USA Gymnastics' Mission and Vision.
- Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
- Adhere to all Safe Sport regulations, by ensuring that all necessary preventive and protective measures are taken to maximize safety and security.

- Create a positive, respectful, and collaborative work environment that prioritizes teamwork and embraces diversity.
- Participate in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approach job duties and responsibilities with the passion and a desire to meet highest standards.
- Communicate information effectively both verbally and in writing.

Qualifications and Experience
- Bachelor's degree in business, sports management, athletic administration, data analytics, or similar field required
- At least 2 years of experience working in sports management or related field
- Demonstrated basic knowledge of the Olympic Movement; experience in gymnastics as an athlete, coach, and/or administrator is preferred

Knowledge, Skills, and Abilities
- Excellent verbal and written communication skills
- Effective collaboration skills, including through transparent communication and work processes
- Knowledge and understanding of the international sport or gymnastics landscape
- Proficient PC skills including Word, Excel, PowerPoint, Outlook, Zoom, Dropbox and similar products

Other Information
- Position is based in Indianapolis, Indiana
- Salary and benefits commensurate with experience
    - In compliance with applicable state and local laws, compensation details will be shared during the hiring process
- Occasional weekend work and some travel is required

Physical Demands and Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Regular use of standard office equipment such as computers, phones, photocopiers, scanners, filing cabinets, and fax machines.
- Prolonged periods sitting/standing at a desk working on a computer and looking at a computer screen.
- Regular use of hands and fingers to operate a computer keyboard, mouse, and other office equipment.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Ability to communicate effectively in person and over the telephone.
- The noise level in the work environment is usually quiet to moderate.
- Occasionally required to lift and/or move up to 10 pounds.
- Occasional weekend and after-hours work required.
- Domestic and international travel required

To apply, send resume to: recruiting@usagym.org. Please include "Program Coordinator" in the subject line of your email.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

USA Gymnastics is proud to be an Equal Employment Opportunity Employer.
Protection of athletes is a critical component for all positions at USA Gymnastics.