



Athlete Safety and Membership Assistant Job Description

Summary

USA Judo is the national governing body for the sport of Judo recognized by the United States Olympic Committee and the International Judo Federation. Its main headquarters is in Colorado Springs, Colorado.

USA Judo's Membership Division is the front line of communication between the organization and membership. Each Membership employee will need to create a strong relationship with members, club owners, coaches, and referees.

The Athlete Safety and Membership Assistant will work directly with USA Judo's Chief Executive Officer and Director of Finance, Compliance, and Office Operations on multiple responsibilities, as well as the Membership Coordinator to facilitate the membership program for the organization. This role is responsible for all aspects of compliance with the U.S. Center for SafeSport and high-level collaboration within the Membership department.

Essential Functions:

- Lead the organization's initiatives and compliance standards in accordance with the U.S. Center for SafeSport.
- Main point of contact between the organization and Background Screen Task Force for screen reviews.
- Assist the Director of Finance, Compliance, and Office Operations with all USOPC audits and reports.
- Assist the Membership Coordinator with day-to-day membership responsibilities as needed.
- Work with the Manager of Communications on the creation and communication of monthly Club and Membership newsletters.
- Facilitate (scheduling, etc.) quarterly club seminars on various topics.

Other Functions:

Manage logistics for Kata/Veteran and Referee participation in all international events to include:

- travel and lodging logistics
- collect payments from athletes for self-funded trips
- process wire payments
- account for individual and organizational payments for each trip and overall budget maintenance
- communicate with the organizing committees of each event
- Responsible for communication and submission of IJF Academy applications.
- Review and submit all IJF Certification applications.

- Review and submit all IJF Junior Refugee applications.
- Assist the Events department with registration and on-site tasks during National Events.
- Assist all departments with relationship and ordering through USA Judo's signage vendor SignsRX.
- Assist all departments on various projects that require data from our membership platform provider.

Work Conditions

- Reports to Chief Executive Officer
- Non-traditional work hours including weekends and holidays
- Office environment in multi-story building
- Ability to travel domestically 4-6 times per year

Minimum Qualifications & Requirements:

- Bachelor's degree in Sport Management, Sport Communication, or Business Administration
- Minimum of two years of experience in athletic administration, project/logistics management or other related experience. (National Governing Body work experience a plus)
- Exemplary organizational skills and attention to details
- Ability to manage multiple projects and priorities simultaneously
- Excellent written and verbal communication skills
- Creative thinker and innovative, solutions-based problem solver
- Experience in the use of all computer software including Microsoft Office programs; experience with other multi-media applications preferred
- Confidentiality of information a must

Please send resume and cover letter to Corinne Shigemoto, USA Judo CEO, at corinne.shigemoto@usajudo.us.