



USRowing National Team Summer Internship

Application Deadline: March 1, 2019

Position: National Team Department – Summer Intern

Location: Princeton, N.J.

Internship Dates: May - August 2019 (dates are somewhat flexible)

Summary:

The primary objective will be to assist the National Team Department in the administrative coordination of domestic, elite-level racing and logistical planning for the 2019 World Championship Teams and their selection events.

Specific Objectives:

- Provide administrative support to the National Team Department and Program Managers
- Communicate with athletes, parents and/or coaches as required
- Act as in-office National Team contact for traveling staff members
(Note: intern will not need to travel outside of local area)
- Assist with team paperwork and payment, athlete compliance, supporter information, event ticketing, and travel logistics
- Provide staff support in executing USRowing National Team regattas and other events
- Other duties and responsibilities as assigned by Programs Staff

Major Events of Focus:

- Trials for Junior, U23, and Senior World Championships
- World Cups and other international events
- 2018 Senior, Under 23, and Junior World Championships
- Annual Golf Outing and Auction Fundraiser and Team Send-Off

Candidate Profile:

- Excellent organizational skills
- Strong communication and interpersonal skills (personal, phone, email)
- Ability to work independently and efficiently with little supervision
- Ability to work in fast paced environments
- Ability to meet deadlines with no supervision
- Basic computer, Microsoft Excel, and database skills
- Comfortable doing hands-on tasks in an outdoor setting
- Strong level of professionalism and work ethic

A rowing background is required. Applicant must be available to work irregular hours– evenings, early mornings, and on the weekends– when events are taking place; Regular business hours otherwise. A stipend will be given for this position. Applicants must secure housing and transportation to USRowing headquarters in Princeton, N.J., or be a local candidate. Having access to a car in Princeton is required.

Please e-mail cover letter, resume and references by March 1, 2019 to will.daly@usrowing.org with the subject line: **2019 National Team Internship**

Will Daly

USRowing National Team Athlete Services Coordinator

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