



USA Surfing, Inc.
1001 Avenida Pico
Suite C229
San Clemente, CA 92679
T – 949.391.1010
info@usasurfing.org
www.USASurfing.org

USA Surfing (National Governing Body for Surfing in the U.S.)

(posted to usasurfing.org 02/28/2020)

POSITION DESCRIPTION

POSITION TITLE: Administrative Assistant

REPORTING TO: Chief Executive Officer, Chief Operations Officer

POSITION LOCATION: San Clemente, California

SCOPE OF POSITION

Under the direction of the Chief Executive Officer and Chief Operations Officer of USA Surfing (USAS), the Administrative Assistant provides office services and support in the areas of governance, finance and general business activities. This Administrative Assistant also supports compliance efforts related to key stakeholders, including the U.S. Olympic and Paralympic Committee (USOPC).

ESSENTIAL FUNCTIONS AND DUTIES

Administrative Assistant

Governance

- Confirm annual Conflict of Disclosure forms are completed by USAS Board, committees and staff members, and any conflicts disclosed and passed on to COO to forward to Ethics Committee for review
- Assist COO with coordinating and managing governance policies, including bylaws, financial policy, travel policy, records and retention policy, etc.
- Assist COO with Board and committee meeting planning and logistics, including supporting USAS Board and committee member onboarding and training
- Serve as recording secretary for the preparation of Board meeting minutes
- Assist COO with ensuring the most recent versions of the organization's governing documents, policies, 990s, audited financial statements, and board and committee minutes are updated to the website in a timely fashion
- Assist COO and Nominating and Governance Committee with Board, USOC AAC and other applicable committee elections, ensuring 20% athlete compliance

Finance/Reporting

- Support CEO in bookkeeping record keeping
- Provide coding for invoices and transactions following the organization's chart of accounts and class list
- Process payments (credit card, check) and document payments for accounting purposes
- Complete and coordinate USOPC reporting requirements, e.g. performance agreements, grant tracking and management, diversity reports, compliance documents

Anti-Doping/Safe Sport/Grievance Management

- Audit and follow up so that necessary SafeSport education, training and background checks for all applicable individuals occurs in a timely manner
- Oversee and confirm compliance with USADA's Registered Testing Pool (RTP) requirements and coordination of education and training opportunities for athletes
- Maintain departmental files and records. Develop and maintain accurate filing systems.
- Handle confidential information and communicate only to its intended audience.



USA Surfing, Inc.
1001 Avenida Pico
Suite C229
San Clemente, CA 92679
T – 949.391.1010
info@usasurfing.org
www.USASurfing.org

Event/Team/Member/Other Services and Support

- Assist COO with USA Surfing fundraising event planning and execution
- Assist with support for USA Surfing members and sanctioning member organization events
- Manage entries for international competitions for athletes, coaches, etc.
- Maintain lists of certified coaches, camps/training programs
- Maintain an up-to-date individual membership lists, including payment of membership dues and signatures on required documents
- Maintain surfing national ranking list
- Other duties as assigned

QUALIFICATIONS

- Bachelor's degree or commensurate experience.
- Minimum of two years of professional administrative experience.
- Ability to work under pressure and meet deadlines.
- Ability to work efficiently and effectively with staff and outside parties.
- Proficient computer skills, including MS Word, Excel, PowerPoint, Quickbooks, Google Mail, Google Calendar and willingness to learn event registration and membership programs.
- Excellent verbal and written communication skills.
- Extremely well organized, able to work independently and to manage multiple projects.
- Ability to work independently and cooperatively as part of a team.
- Ability to initiate, coordinate, and organize projects and tasks through to completion accurately and on time.
- Ability to work a flexible schedule that may include non-traditional work hours.
- Knowledge of the Olympic and Paralympic movements, the organization and its structure.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Position requires the ability to sit for prolonged periods of time. Light lifting and carrying may be required as well as occasional walking, standing and/or bending. Continuous hand use and finger dexterity needed to use computer keyboard and operate standard office equipment. May perform some occasional pushing and pulling; and use of hand and foot controls for driving. This position also requires the ability to have near vision for reading correspondence, reports, contracts and other records. Good hearing is required when communicating on the telephone or in person.

Salary Range: Based on experience level.

USA Surfing, Inc., is an equal opportunity employer, and is committed to inclusion and a diverse workforce.

Email cover letter and resume to info@usasurfing.org by March 26, 2020