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, the Administrative Assistant provides office services and support in the areas of governance, finance and general business activities. This position also supports compliance efforts related to key stakeholders, including the U.S. Olympic and Paralympic Committee.

ESSENTIAL FUNCTIONS AND DUTIES

Administrative Assistant

Governance

- Ensure annual Conflict of Disclosure forms are completed by the 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 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 occur 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.
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 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 oral 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 weekends or evenings.

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.

- While performing the duties of this position, the employee is regularly required to talk or hear.
- The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls.
- The employee is occasionally required to stand; walk; sit; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate.
- The employee will be required to sit for extended periods of time (up to 4 hours at one time)
- The employee may be required to stand, walk, reach with arms and hands, lift, climb, stoop, kneel, crouch, and crawl (up to 1 hour at one time).

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