



Position Title: USA Ultimate Intern

Responsible to: Leah Dolan-Kelley, Manager-Community Development & HR

Background: USA Ultimate (USAU), based in Colorado Springs, Colo., serves as the national governing body for the sport of ultimate in the U.S. and is a member of the United States Olympic & Paralympic Committee (USPOC). Our mission is to advance the sport of ultimate in the United States by enhancing character, community and competition. USA Ultimate seeks to increase access to and participation in the sport of ultimate with an emphasis on expanding diversity, ensuring inclusion and youth development.

Working at USA Ultimate: Members of the USA Ultimate headquarters team work largely independently in overseeing their programs, with the oversight of department directors. While managers have a good deal of autonomy, the organization values teamwork and collaboration, and team members seek support, insight and suggestions from one another on a regular basis. Additionally, staff remain willing to pitch in at times when all-hands-on-deck are needed. USA Ultimate values staff and community feedback, so doors are always open for communication. There is a lot of passion amongst the headquarters team, and we are looking for an intern who can share their own passion and work ethic to help support USA Ultimate's strategic goals.

Position Summary: The Intern role supports all areas of USA Ultimate. You will assist in the development of programs to support membership, youth outreach, competition and more. Work can include tasks from organizing spreadsheets to shipping out kits. An ambitious learner with a can-do attitude, a team player, and a good communicator will do best in this role.

Potential Tasks:

Member Services and Community Development Department:

- Develop a volunteer campaign to encourage people and players to volunteer at ultimate events
- Create Affiliate / SBO resources; EDI, governance, help docs
- Work on EDI projects with the EDI & Youth Engagement Manager
- Analyze sanction event data
- Assist with connecting with affiliates / SBOs about outreach programs
- Assist in developing coaching resources
- Ship outreach kits and other materials as needed

Competition Department:

- Assist with U24 National Team planning
- U.S. Open support (Pre-event and event attendance)
- Assist with event registration, processing and communication
- Develop and refine organizer and best practices resources
- Coordinate shipments

Marketing, Communications & Brand:

- Assist with organization of media
- Curate social media content
- Analyze social media metrics to determine success of contents and trends

Finance and Administration:

- Assist with communication regarding payment for events
- Analyze operating and strategic plans
- Conduct general office tasks



Professional and Personal Development:

- We will provide a session in creating a resume, cover letter and application materials
- We will conduct an Interview practice session to help you develop your interview skills
- You will have the opportunity for a Director's lunch and networking event
- We will provide a communication lesson in how to email, respond to requests, make requests from others and getting comfortable with answering the phone
- Potential networking events

Qualifications:

- Ability to handle repetitive tasks, projects and priorities in a professional manner
- Strong initiative, organizational skills, attention to detail and ability to execute assignments
- Skills in office-related software including word processing, databases and spreadsheet management
- Ability to work well with a variety of personalities and provide impeccable customer service
- "No job is too small" attitude
- Strong desire to learn and gain experience by working on projects in a professional work environment
- Ability to demonstrate USA Ultimate's core values: Respect, Integrity, Responsibility, Leadership and Teamwork

Schedule & Details:

- College Credit must be earned
- Part-time unpaid position
- Expect to work approximately 20 hours per week for 8 weeks
- Attendance at one USA Ultimate Championship event is preferred, most likely the U.S. Open in August
- Local to Colorado Springs for the duration of the internship is preferred for in-office experience, with some remote work available. Full remote will also be considered.

Projected Start Date: June 2023

Projected End Date: August 2023

We will work with you and your schedule to set weekly hours and start and end dates.

Application Process: Send a cover letter and résumé to Leah Dolan-Kelley at intern@usultimate.org with the subject line "2023 Internship".

USA Ultimate provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

USA Ultimate strives to increase its workforce diversity. Applicants of color, women, individuals with disabilities, applicants from low-income backgrounds, and LGBTQIA+ applicants are strongly encouraged to apply.