



EMPOWERING ATHLETES SINCE 1956

Adaptive Sports USA is a 501 c 3 nonprofit organization.

JOB TITLE: Conference Manager

Organization: Adaptive Sports USA

Position Type: Part-time Contract from March – December 2019

Pay: Maximum \$10,000

Start Date: Applications accepted through March 1, 2019. Tentative start date March 12, 2019.

Location: Remote / home based – Metro Denver or Colorado Front Range preferred

Supervisor: Executive Director

About Adaptive Sports USA

Adaptive Sports USA is one of the oldest and impactful adaptive sports organizations in the world. Since 1956, Adaptive Sports USA has been a gateway to regional, national, and international competitions across the multi-sport landscape. The mission of Adaptive Sports USA is to empower individuals with a disability through access to competitive sport(s) opportunities. Adaptive Sports USA sanctions over twenty regional Paralympic-style competitions in archery, swimming, track and field and other Paralympic sports. Their signature event includes Junior Nationals, the largest long-standing multi-sport competition for young athletes with a physical disability and/or visual impairment occurring each summer and a national conference for professionals each fall. Membership consists of a growing network of chapters and hundreds of individual athletes.

Join a multi-sport organization whose core offerings empower athletes to learn, compete and grow.

Job Summary

This position will be responsible for a variety of duties associated with planning, implementing and evaluating the Adaptive Sports USA National Conference set for November 10-12, 2019 in Phoenix, AZ. Specifically, this position will lead event planning and execution by managing logistics and operations prior to, during and post event. This position will also have input on other training and education initiatives.

Event Planning & Management - Major Responsibilities

- Manage logistics and operational aspects of the event to include lodging and transportation arrangements, securing food and beverage, venue relations, identifying volunteer needs, identifying and securing equipment, and managing registration and Continuing Education Units
- Budget oversight and sponsor solicitation alongside the Executive Director
- Schedule, speaker and session development
- Graphic design, printing and program development
- Outreach and Marketing



- Compile and create reports/statistics for internal and external purposes
- Respond in timely manner to all questions from the general public via phone and email

Ideal Qualifications

- Bachelor's Degree
- Two years' experience in an administrative position, with an understanding of and fondness for training and education and marketing and outreach
- Organized, focused, flexible, self-motivated and creative/innovative
- Customer-focused with a high standard of excellence in terms of customer service and prompt correspondence
- Excellent interpersonal and communication skills, with ability to work independently and remotely, or collaborate with diverse teams across large geography

Benefits

As a part-time employee, this position is not eligible for benefits.

How to apply

Please submit a cover letter and resume to Adaptive Sports at director@adaptivesportsusa.org by March 1, 2019. All electronic correspondence should state "Conference Coordinator" in the subject line. Questions? Contact Susan Rossi at 719-439-3823 or visit www.adaptivesportsusa.org or nationalconference.adaptivesportsusa.org.