



## Executive Administrative Assistant

U.S. Figure Skating, the National Governing Body for the sport of figure skating, located in Colorado Springs, Colorado, is accepting applications for the position of Executive Administrative Assistant. U.S. Figure Skating is a member of the U.S. Olympic Committee (USOC) and the International Skating Union (ISU).

The Executive Administrative Assistant performs administrative duties for executive management. Responsibilities include, but are not limited to, assisting and supporting the Executive Director in his duties, assisting and supporting the administration of the U.S. Figure Skating SafeSport Program and Memorial Fund, supervise and coordinate front desk/reception area, working with other staff and volunteers, and general customer relations.

**Responsibilities:** The Executive Administrative Assistant is responsible for the completion of the tasks listed herein. Emphasis will be placed on the ability to work in a team environment, accuracy, timeliness and professionalism.

**Qualifications:** A qualified candidate must have a degree in paralegal studies with a minimum two years of related work experience. Requires strong computer and Internet research skills. Must be proficient in Microsoft Suite, Excel and PowerPoint. Must be able to multitask and work without supervision. Must maintain strict confidentiality in work with confidential materials. Requires excellent interpersonal skills and the ability to work well with all levels of internal management and staff, volunteers, outside clients and vendors.

**Reports To:** Executive Director

**Classification:** Full-time

**Salary:** Commensurate with experience

**Application:** Email letter of application, resume and three references:

Tricia Hall  
U.S. Figure Skating  
20 First St.  
Colorado Springs, CO 80906  
[thall@usfigureskating.org](mailto:thall@usfigureskating.org)

***Please note telephone calls will NOT be accepted.***

Review of applications will begin immediately. Applications will be accepted until this position is filled.

Successful candidate must pass a criminal background check prior to hire and complete SafeSport training within the first 10 business days of hire.

## Executive Administrative Assistant

### Duties and Responsibilities include, but are not limited to, the following:

- Provide overall administrative support to the Executive Director, Staff Counsel and U.S. Figure Skating's SafeSport and Giving programs.
- Provide assistance as requested by the Executive Director, including maintaining file system, screening incoming calls, arranging conference calls, scheduling appointments and meetings.
- Assist the Staff Counsel and Director of U.S. Figure Skating's SafeSport Program, as requested.
- Assist the Manager of Giving Programs as requested, including:
  - Track and send donor and acknowledgment letters for Memorial Fund donations.
  - Prepare annual Governing Council Honor Roll of donations.
  - Coordinate announcements and process applications for grants and scholarships for the Joyce Komperda Athlete Support Fund, Scholastic Honors Team and the Memorial Fund ASP and CSAP.
- Supervise and coordinate coverage of the Front Desk/Reception area.
  - Cover Front Desk during receptionist's lunch break and other times when necessary.
- Maintain highest level of confidentiality.
- Ensure overall communication, unity, efficiency and cooperation within the office structure.
- Assist with the operation and management of U.S. Figure Skating policies, procedures and goals, including preparation of annual Board of Directors reference materials.
- Prepare support materials for designated conferences and meetings.
- Review incoming/outgoing correspondence, note key points and items that may be of particular interest.
- Answer routine correspondence; prepare visa letters as requested.
- Ensure prompt response to phone calls.
- Plan and coordinate staff functions, including staff anniversary recognitions, summer and holiday events.
- Additional duties as assigned by the Executive Director.