

Title: Executive Assistant, Office of the CEO

Location: USA Climbing National Headquarters – Salt Lake City, UT

Position Type: Part Time, up to 20 hours a week, non-exempt

Reports to: CEO

About USA Climbing

USA Climbing supports the well-being, development, and competitive excellence of our athletes as we advance the accessibility and growth of the climbing community nationwide.

USA Climbing is the National Governing Body for the sport of competition climbing in the United States and is a member organization of World Climbing. We are a small but highly committed team dedicated to advancing the sport and supporting athletes in achieving their best. USA Climbing hosts a World Climbing Series annually, sends elite athletes to compete internationally, and conducts programming and events for our Youth, Collegiate, Para Climbing, and Elite series. The organization is funded by members, donors, partners, and the U.S. Olympic & Paralympic Committee.

Position Summary

The Executive Assistant provides strategic support to the Chief Executive Officer (CEO) by managing administrative, operational and special projects for USA Climbing. This role provides high-level project and administrative support and serves as a liaison with the USA Climbing staff and partners.

Key Responsibilities

Executive Administrative Support (80%)

- Organize the CEO's inbox, schedule, and action items, helping prioritize the highest and most immediate objectives and deadlines; communicate internally and externally updates on a project's status or next steps
- Manage calendars, schedule internal/external meetings, and coordinate emails responses for the CEO
- Support preparation of high-level correspondence and communications, including Board meeting slides, meeting preparation materials, and bespoke outreach and follow up for the CEO
- Maintain appropriate office files and records and develop and maintain accurate filing systems

- Serve as the CEO's contact to staff and external partners as a resource for accurate information while maintaining complete confidentiality and discretion
- Proofread policies, contracts, and other documents as needed to support the operation or fundraising efforts of the organization

Travel Support (20%):

- Manage and arrange the CEO's business and travel calendars to include meeting schedules, events, airline, hotel reservations, and ground transportation, often coordinating with the Development Team and the Events Team
- Ensure the CEO is prepared for all meetings while traveling by working with important stakeholders to gather all relevant briefing materials
- Manage and reconcile all expense reports for the CEO

Education and Qualifications

- Bachelor's degree or equivalent and 2+ years of successful nonprofit experience
- Detail-oriented, highly organized, and able to multitask and work independently to meet deadlines
- Excellent interpersonal skills, strong writing skills, and the ability to work well under pressure.
- A high level of computer literacy

Work Environment

This position is based in Salt Lake City, Utah. Special consideration will be made for exceptional candidates to be remote.

Compensation

- The hourly range for this position is \$25 - \$32.
- “Pro Deals” with participating companies

Application Process

Interested candidates should submit a resume and cover letter to Stephanie Dooper at foundation@usaclimbing.org. Applications will be reviewed on a rolling basis. USA Climbing supports diversity, equity, and inclusion in all its forms and strives to incorporate DEI into all it does. We encourage those from underrepresented communities to apply.