

Title: Events Assistant

Location: USA Climbing National Headquarters – Salt Lake City, UT (Preferred) or Remote

Position Type: Part Time – Non-Exempt

Reports to: Events Director

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 (WCL). We are a small but highly committed team dedicated to advancing the sport and supporting athletes in achieving their best. USA Climbing hosts WCL World Series events 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.

How You'll Contribute

Events Assistants support the Events Series Managers/Coordinators with the administrative and operational work that keeps USA Climbing's events, programs, and day-to-day operations running smoothly. This position is open to candidates based in Salt Lake City, UT (preferred) or working remotely, and responsibilities vary by location. All Events Assistants handle core administrative work such as building event registrations, processing refunds, and approving membership documents accurately and on time. Salt Lake City-based Events Assistants also provide hands-on support at the USA Climbing Training Center, keeping gear, equipment, and shipments moving efficiently. Specific responsibilities for both administrative and training center support can fluctuate and change based on seasonal demands. Depending on availability and need, Events Assistants in either location may also provide on-site venue support at National-level and World Series events hosted by USA Climbing. Event Assistants can expect to work closely with and be guided by the Events Series Managers/Coordinators.

Roles and Responsibilities

Training Center Operations – Salt Lake City–Based Events Assistants Only

- Organize and maintain gear, equipment, and supply storage areas at the training center.
- Receive and process incoming shipments and deliveries, including inventory check-in.
- Assist with setup and breakdown for events, clinics, and programs held at the training center.
- Perform general organizational and facility support tasks as assigned.

Administrative & Computer-Based Support – All Events Assistants

- Build and configure event registrations in USA Climbing's event management system.
- Process and execute refunds for event registrations and related transactions.
- Review and approve membership document submissions (e.g., waivers, certifications, verification materials) for accuracy and completeness.
- Help monitor shared inboxes and respond to routine member and event participant inquiries and requests.
- Perform registration revenue reconciliations for event host facility payments.



Where Olympic Journeys Begin

- Maintain accurate records related to registrations, scoring, rankings, refunds, and membership approvals.
- Various ad hoc administrative and operational tasks as needed.

On-Site Venue Support at Events – All Events Assistants, As Needed Subject to Availability

- Assist the Series Manager in on-site event preparation, execution and tear down.
- Assist in the management of event materials (inventory, packing, shipping, etc.).

Education and Qualifications

- High school diploma or equivalent required.
- Must be authorized to work in the United States.
- Prior experience in an office, warehouse, retail, or event-support role preferred.
- Proficiency in Microsoft Excel, Word, Outlook and software systems, with the ability to accurately enter, maintain, analyze, and report on data while ensuring data integrity and attention to detail. Ability to learn new systems with training.
- Strong attention to detail and accuracy, particularly when handling refunds, reviewing membership documents, and performing financial reconciliations.
- Good organizational and time-management skills; able to balance multiple priorities (Salt Lake City-based candidates should be comfortable moving between physical and computer-based tasks in the same shift).
- Reliable, punctual, and able to work both independently and as part of a team. Consistent, reliable availability during agreed-to working hours.
- Friendly, professional communication style for interacting with members, athletes, and event participants.
- Adaptable to changing demands throughout the competition season.
- Familiarity with or interest in climbing/climbing competitions is a plus, but not required.

Work Environment

This position is available as Salt Lake City–based (at the USA Climbing Training Center) or remote. For candidates based in Salt Lake City, the role involves regular physical activity, including lifting and carrying boxes and equipment up to 30–50 lbs, standing, bending, and moving throughout the training center and storage/shipping areas. Some tasks take place in a warehouse-style environment. Occasional evening or weekend hours may be required to support events and shipping deadlines. Remote Events Assistants work from a home office and need a reliable internet connection. Events Assistants may travel occasionally to provide on-site venue support at National-level and World Series events.

Compensation / Other

- Hourly wage: \$15–\$20 per hour, commensurate with experience.
- Part-time (generally 10-25 hours per week depending on the candidate and event support needs), non-exempt hourly position; schedule can be flexible but must be consistent and based around training center and event/season needs. When supporting an event on-site or during busy times of the season, it is possible that the Events Assistant’s work exceeds 20-25 hours per week.

Application Process

Interested candidates should submit a resume to careers@usaclimbing.org with the subject line “Events Assistant”. 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.

