

US Squash is looking for motivated applicants to assist with support of accredited tournaments and US Squash National Championships. Each season, US Squash directly runs more than 20 major championships throughout the country and supports tournament directors in over 400 accredited tournaments. Reporting to the Vice President of Programs and Events, this New York City based position will be an integral part of supporting internal and external events to create the best possible tournament experience for US Squash members.

Candidates will serve in a variety of roles, including but not limited to:

- Providing administrative support for event management and preparation
- Assisting in on-site tournament operations
- Closely supporting tournament directors to liaise with US Squash and stage successful events at their facilities
- Providing customer service to US Squash members for National Championship and accredited play inquiries

Successful candidates will be comfortable with social media platforms and technology and must be proficient in Microsoft Office. They will possess very strong administrative and organizational skills. Applicants must place a premium on customer service, and thrive in a fast-paced environment working within a team. Experience in squash tournament play and/or management is desired.

US Squash is committed to providing equal employment opportunities to candidates and employees without regard to race, religion, creed, age, sex, marital status, disability, national origin, ancestry, or any other characteristic protected by law.

#### **Compensation and Benefits**

Compensation will be hourly commensurate with experience. This is not a benefits-eligible position.

#### **About US Squash**

US Squash is a 501(c)3 not-for-profit organization which serves as the only national governing body and membership organization for the sport in the United States. Founded in 1904 and headquartered in New York City, it is a member of the U.S. Olympic Committee, the Pan American Squash Federation and the World Squash Federation.

US Squash's mission is to lead squash's growth and development by increasing access and awareness, supporting meaningful lifelong engagement in the sport, and encouraging sportsmanship while achieving competitive excellence at the highest levels.

Apply now by emailing a cover letter and resume to [tournaments@ussquash.com](mailto:tournaments@ussquash.com).