

Job Title: Coaching & Sport Science Program Coordinator
Department: Membership & Business Development
Reports To: Coaching & Sport Science Program Manager
Location: Colorado Springs, CO
Employment Type: Full-Time, Non-Exempt
Supervisory Role: None

The National Strength and Conditioning Association (NSCA) is accepting applications for the position of Coaching & Sport Science Program Coordinator located in Colorado Springs, Colorado. Founded in 1978, the NSCA is a nonprofit association dedicated to advancing the strength and conditioning and related sport science professions around the world.

The NSCA exists to empower a community of professionals to maximize their impact through disseminating evidence-based knowledge and its practical application by offering industry-leading certifications, research journals, career development services, networking opportunities, and continuing education. The NSCA community is composed of more than 60,000 members and certified professionals throughout the world who further industry standards as researchers, educators, strength and conditioning coaches, performance and sport scientists, personal trainers, tactical professionals, and other related roles.

POSITION OVERVIEW

The Coaching & Sport Science Program Coordinator's primary responsibilities are to contribute to the implementation and growth of programs and services for NSCA's coaching and sport science audiences.

ESSENTIAL FUNCTIONS AND PRIMARY RESPONSIBILITIES:

- Coordinates the development, operational delivery, and administration of College Coaching and High School Professional Development Groups to include events, services, and resources.
- Takes a proactive approach in the creation and execution of the Registered Strength and Conditioning Coach (RSCC) annual renewal course and related activities.
- Supports ongoing and new projects with performance and financial reports as requested, collaborating with internal NSCA departments.
- Provides correspondence assistance, including regular communication with volunteer leaders, program participants, subject matter experts (SMEs), course instructors, certificants, and members.
- Creates and delivers presentations and reports on educational content, courses, and deliverables.
- Documents and publishes minutes from taskforce/working groups discussions and meetings as assigned.
- Develops resources and other deliverables to maximize results from NSCA initiatives.
- Coordinates meetings, activities and deliverables for Coaching and Sport Science intern(s) as applicable.
- Provides customer service assistance for NSCA-certified professionals and members needing information on NSCA's coaching and sport science resources and services.
- Participates as needed to support business development and membership priorities at NSCA conferences and other events.

- Contributes to critical thinking and problem-solving within the NSCA Membership and Business Development Department.

This job description reflects management's assignments of essential functions. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.

QUALIFICATIONS & EDUCATION:

Education:

Bachelor's degree in Exercise Science, Kinesiology, Sports Marketing, Business, or related field.

Current CSCS® certification.

Experience:

- 3 – 5 years working in the context of coaching athletes.
- Proven experience in program development and execution.
- Presentation and media experience essential.
- Proven ability to deliver educational content in a variety of mediums.
- Prior experience with sport science practices a strong plus.

Skills and Knowledge:

- Highly effective oral and written communication skills.
- Ability to prioritize tasks and meet deadlines.
- Strong interpersonal skills; team player.
- Demonstrates initiative and a positive attitude.
- Excellent attention to detail and follow-through.
- Demonstrated competence with Microsoft Office applications.
- Demonstrated ability to execute multiple complex project plans and program management.
- Experience with customer relationship management software preferred.
- Ability to gather, analyze, and interpret research and data.
- Competence in speaking to groups and communicating effectively in the representation of NSCA at in-person and virtual events.
- Professional appearance and demeanor.
- Knowledge of NSCA certification programs, policies, and procedures preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

Normal demands associated with an office environment on standard office equipment. Ability to work on a computer for long periods, and the ability to lift 50lbs.

We are committed to providing access, equal opportunity, and reasonable accommodation for persons with disabilities.

Travel: Required

Occasional overtime may be required.

Office-based position requiring a minimum of 2 days in the office each week; allowing you to work from home the other 3 days, after completion of initial 90-day employment period.



COMPENSATION AND BENEFITS:

Salary range for this position: \$19.72 - \$24.65 hourly

Paid time off to include holidays (approximately 10 per year), vacation, and sick days

401k retirement plan

Insurance to include medical, dental, vision, life insurance, and short term/long term disability

EQUAL EMPLOYMENT OPPORTUNITY

The NSCA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To apply, please submit your resume and cover letter to human.resources@nsca.com.