



## **Chapter Support Coordinator**

A nonprofit organization, providing national leadership in sports and recreation opportunities for individuals with disabilities, is seeking an experienced professional for a temp to perm position (90 days) in Rockville, MD. This position will be 40 hours per week in support of our national insurance and risk reduction and chapter services programs. Visit [www.disabledsportsusa.org](http://www.disabledsportsusa.org) for more information about our organization.

### **Responsibilities include:**

- Responding to chapter insurance inquiries
- Communicating DSUSA policy and best practices to the national chapter network
- Analyzing, responding to and tracking incident reports
- Maintaining internal and online insurance and risk reduction tools
- Conducting Research
- Supporting chapter application processes
- Project Management

### **Prerequisites:**

- Minimum of a Bachelor's Degree
- A minimum of 5 years relevant professional experience. Relevant experience includes: administrative support; project management; customer service
- The ability to network and build partnerships along with a proven track record of initiative and effective decision making is required.
- Proficiency in Microsoft Office Suite
- Strong organizational, problem solving, and written and oral communication skills
- Demonstrated ability to work well in a team environment
- Ability to travel (estimate of 3-6 times per year, within the United States)

### **Preferred Qualifications:**

- Proficiency in Adobe Acrobat and Photoshop, WordPress CMS and database applications. Experience with insurance, contracts, policies and procedures, and best practices.

**Salary Range:** \$42,000 – 47,000

**Please email your resume and cover letter to [hr@dsusa.org](mailto:hr@dsusa.org) for consideration**

Resumes will be accepted until the position is filled

Qualified candidates selected to proceed in the process will be contacted directly by our staff to schedule an interview. No phone calls will be accepted.

Disabled Sports USA prohibits discrimination in the recruitment and hiring of employees based on race, age, marital status, disability, sex, sexual orientation, religion or national and ethnic origin.