

New Mexico Wrestling - USA

Seeking a PAID staff member to support the organization.

Temporary employment with possible continuing employment after a SIX month evaluation period.

Duties to include (but not limited too):

Staff Member Responsibilities:

Be the "Point of Contact" for NM Wrestling - USA

(NMW-USA to provide phone/phone stipend \$50/month)

Help with membership registration

Lead schedule creation for Winter and Spring Seasons (Folkstyle/FS/Gr)

Attend ALL events/organization meetings (95% or more or get penalized)

Days off would be Monday/Tuesday

Help maintain School District to Club relationships

Make sure school districts have all paperwork they need

Make sure school districts get required fees

Be assistant Tournament Director for Freestyle/Greco State

Be "support" for all other local events

Flyers, communication, coordination

Know or Learn "Trackwrestling and FloWrestling" to support events.

Attend regional and national events (SP, Kids, Cadet, Junior Nationals)

(Duals if we get a team together)

Be coordinator for regional and national events.

Make travel arrangements, collect \$, set itinerary, etc.

Coordinate purchase of "National Gear"

Coordinate awards for events

Coordinate Coaches education

Maintain web site (may migrate to another part time position) Min. once a week update

GET CORPORATE SPONSORS - ADVERTISE ON WEB SITE

Communications with membership

Report to "Board of Directors"/ State Director Bi-weekly

Help identify potential national team members.

Non profit taxes / yearly and/or monthly filings

Other responsibilities TBD

Applications due on or before 4/20/19.

Send resume / qualifications to loren.vigil@comcast.net or 1820 Atrisco SW Alb., NM 87105 or Fax (505) 877-1261

Projected start date: 5/1/19

Compensation \$962 bi-weekly (1099) from non-profit

Call 505-235-9547 with questions or email: loren.vigil@comcast.net