



### Employment Opportunity: Office Assistant

Non-profit sports organization has an opening for a part-time Office Assistant reporting to the Director of Member Services. The ideal candidate will be highly organized, energetic and reliable as well as possess excellent communication, customer service and computer skills.

### General Job Functions

- Responsible for data entry and program management of online registration systems
- Customer service – answering phones and meeting customer needs in person
- Communication with membership and state organization
- Responsible for team registration with state and national organizations
- Assist with programs and events
- Perform other duties as assigned by the Director

### Required Qualifications / Skills

- High school diploma or higher and minimum 2 years clerical experience
- Demonstrated proficiency in Microsoft Office Suite (Word, Outlook, Excel). Willingness to learn new databases and systems as required
- Strong interpersonal and verbal communication skills. Creative thinking, self-motivated and enthusiastic
- Ability to work independently
- Ability to organize materials efficiently and effectively, as well as manage basic accounting tasks
- Position will require some nights and weekends

### Additional Information

- Part-time – 20-25 hours per week

Email resume and brief cover letter to [office@soccerfortcollins.org](mailto:office@soccerfortcollins.org)

This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.