



Sanford Area Soccer League (Non-Profit)

Position Available: Office Assistant with growth to Office Manager
Sanford, NC

\$10 (Starting Hourly Rate during training period)

Contract Position (1099)

Part-time: January, April, June, July, September, October, November, December (on average)

Part to Full-time: Feb, Mar, May, June, August, September (on average)

The Sanford Area Soccer League (SASL), is a 501(c)(3) nonprofit organization. Seeking a dedicated and responsible Office Assistant with quick growth to Office Manager. SASL's mission is to teach soccer to children in the Sanford area from ages 2 to 18, and provide a safe and enjoyable environment. The Office Manager is a part-time to full time position reporting to the League Executive Administrator. The Executive Administrator reports to the Board of Directors who handles a wide range of administrative duties in support of the SASL programs and Board of Directors. Once the training period is complete, this position is primarily a work from home position with the exception of one day a week or bi-weekly day with the Executive Director. The duties and responsibilities shall be performed in a Contractor capacity only.

Qualifications:

- Previous office administration experience
- Intermediate skills in Microsoft Office applications (Word, Excel, Outlook); and Google Suite
- Basic Accounting skills (QuickBooks knowledge a plus)
- Intermediate skills in Marketing (or willingness to learn); familiar with social media (FB; Instagram)
- Ability to learn basic website manipulation
- Ability to learn new databases used by the organization
- Problem solving skills, including the ability to recognize potential problems and assist with problem resolution
- Exceptional organization skills with the ability to handle multiple and sometimes conflicting deadlines
- Effective communication skills both written and oral
- Strong interpersonal skills and a professional and cooperative manner
- Self-reliant
- Flexibility to respond to changing priorities
- **Bilingual a plus!**
- Some knowledge of soccer would be great but not essential
- Must complete and be cleared by Risk Management; Background Check

Job Description/ Duties and Responsibilities:

- Answer phone
- Process mail
- Register mailed in and called in players into SASL software
- Track players in multiple databases; Roster all teams in SASL software
- Record all invoices, checks, receipts, transfers in accounting software (QuickBooks)

- Prepare all checks for signature
- Collect on delinquent member accounts
- Assist in coordination and tracking background checks for adults
- Ensure that all established SASL risk management procedures are communicated to all SASL coaches, managers, players, and parents.
- Schedule meeting space for Board Meetings, and other called meetings
- Act as League Secretary responsible for meeting protocol, including creating board meeting agendas, distribution of board reports (month-end financial statement reports with income statement and balance sheet), and accurately document/prepare official minutes of the Board of Directors and distribute in a timely manner
- Maintain League website making sure that all current and accurate content is posted to the website as necessary
- Check and respond to all emails, voicemails and social media sites regularly and in a timely manner (i.e. 24hrs)
- Update field status as required
- Periodically produce and distribute eblast communications to league coaches and parents
- Place uniform and equipment orders
- Provide support when needed for League events, including but not limited to: registration, annual tournament, tryouts, etc.
- Organize and maintain multiple schedules (i.e. field, teams, referee, etc.)
- Ability to travel to multiple fields within Sanford to pick up payments, documentation, drop off uniforms, or other necessary requirements during soccer seasons.

Hours and compensation

- Salary
 - Starting rate \$10.00/hr (during training period up to 6 months)
- Hours:
 - Off-Season: At least 3 days per week (Mon-Fri); avg 5-8hrs/day
 - General Timeframe: 9am - 2pm
 - Spring/Fall: 5 days per week; avg 6-8hrs/day
 - General Timeframe: 9am-2pm, frequent evenings 6pm-7pm weeknights with occasional Saturday morning hours
- Requirements: Candidates will need their own computer and workplace, such as a home office, along with a high-speed internet connection after training period.
- Management: The Office Assistant/Manager position reports to and is supervised by the Executive Administrator

How to Apply

Any interested candidate must submit a resume and cover letter to: SASL Executive Director, Mary-Jo Thompson at info@sasl.net.

NO PHONE CALLS, PLEASE. We thank all applicants who apply, but only those successful for an interview will be contacted.