

NORTHSHORE YOUTH SOCCER ASSOCIATION



Job Description

Title: Office Administrator

Reports To: NYSA Operations Manager

About Us:

Northshore Youth Soccer Association (NYSA) is a dedicated and community-focused organization committed to providing quality soccer programs and opportunities to young athletes. We believe in the power of sports to inspire, educate, and instill valuable life skills in our youth. As we continue to grow and expand our impact, we are seeking a passionate and experienced office administrator to help run our registration and marketing programs.

Essential Job Functions:

The Office Administrator is responsible for helping our members register for NYSA programs (league, camps, clinics, etc.). He/She will be responsible for supporting the Marketing and Communications functions of our organization and ensuring all of our sponsorships are tracked, monitored, and recognized.

Specific Duties Include:

- Works with the Operations Manager as well as the lead registrars across NYSA Clubs to help roster teams for the Recreational Season.
- Reviews NYSA registration policies and procedures and assists in training the Club Registrars.
- Issues signed association verified tournament rosters for competitive teams participating in tournaments.
- Helps solve registration issues and player assignments.
- Works regularly with NYSA Board Member stakeholders and Technical Committee members to ensure team roster and player viability for league and camps
- Prepare reports for NYSA Club Presidents and other NYSA Board Members as requested.
- Primary contact with Sports Connect (website provider) for technical and web site usage issues.
- Assists in the marketing and set up of camps, clinics, and other registration events.
- Primary contact with Washington Youth Soccer (WYS) for submission of player data in Affinity
- Ensure compliance with all WYS Registration policies and procedures.
- Assist the RMA Chairperson with RMA data maintenance to ensure WYS RMA compliance for all NYSA coaches and key volunteers.
- Knowledge of NYSA programs to provide clerical support, administrative support, and ability to answer questions when members come into or phone into the NYSA office.
- Assist in execution of marketing campaigns across multiple channels, including digital marketing, social media, email marketing, and print collateral.
- Monitor and manage social media platforms, creating engaging content, scheduling posts, and monitoring social media analytics.

- Collaborate with the marketing committee to create and update marketing materials, including brochures, presentations, and promotional materials.
- Assist in maintaining and updating the NYSA's website, ensuring accuracy and relevance of content.
- Monitor and track customer feedback surveys, marketing campaign performance, producing reports and analyzing data to provide insights and recommendations for improvement.
- Support the marketing committee in various administrative tasks, such as managing marketing calendars, coordinating meetings, and maintaining marketing databases.
- Stay updated on emerging marketing trends, tools, and best practices, and contribute innovative ideas to enhance marketing strategies.
- Track, monitor and help recognize all sponsorship agreements.
- Support conversations for Association and team sponsorships.

Qualifications:

- Prior work experience in marketing, operations, or a related field is preferred.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite and familiarity with marketing tools (Canva) and email (Constant Contact).
- Knowledge of social media platforms and experience in managing social media accounts.
- Excellent verbal and written communication skills.
- Strong organizational and time management abilities, with the ability to prioritize tasks and meet deadlines.
- Customer Service mindset
- Analytical mindset with the ability to gather and interpret data.
- Creative thinking and problem-solving skills.
- A proactive and collaborative team player with a strong attention to detail.
- Knowledge of youth sports is a plus

Benefits

- Vacation benefit is calculated at 40 hours per year accrued annually on the hire date
- NYSA provides 6 hours of Holiday pay for each of 9 holidays
- Sick leave is accrued at 1 hour for every 40 hours worked with a max of 40 hours carried over

To apply, please submit your resume and cover letter to exec-cmte@northshoresoccer.org

Note: This job description is intended to convey essential job responsibilities and requirements. It is not an exhaustive list of duties and responsibilities and may be subject to change or modification to meet the company's evolving needs.

Northshore Youth Soccer is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

