

Administrative Support Manager Position Description

This position will be a full-time position responsible for assisting the Executive Director with the day-to-day operation of the administrative functions at Rush Union Soccer Club.

Minimum Skills and Experience:

Computer literate
Organized/Time Management Skills
Excellent Communication – written and verbal
Problem Solving skills/Ability to work under deadlines
Professional demeanor

Desired Skills and Experience:

Associates Degree or higher
Knowledge of Microsoft Office
Soccer Knowledge a plus
Bi-lingual a plus

Job Responsibilities:

- Coordinate and oversee the day-to-day operations of Rush Union with the Executive Director
- Manage Employment Contracts and necessary documentation
- Responsible for maintaining Club Events Planning Calendar and Club Policies and Procedures Manual
- Responsible for coordinating Facility Maintenance/Supply Ordering
- Responsible for collection of mail, bank deposits and submittal of Invoices for payment
- Administrative contact with Rush National and responsible for ensuring required deadlines are met
- Responsible for ordering and distribution of coaches' gear and equipment
- Responsible for Website, Club Communication and Social Media
- Setup GA Soccer Leagues and Clubs in Affinity
- Responsible for Leagueside Fundraisers
- Responsible for tracking and collection of outstanding payments
- Coordinate with Accounting firm on monthly and year end requirements
- Other duties as assigned including Tournament support

****This position may require weekend and evening hours during the season.**