

JOB TITLE: Office Assistant
REPORTS TO: Executive Director
LOCATION: CAYSA Office (Manor, TX)

Position Overview: Capitol Area Youth Soccer Association (CAYSA) is seeking an Office Assistant to help with daily operations of the office and leagues, as well as support organizing and running events such as Festivals and Tournaments. The Office Assistant will report directly to the CAYSA Executive Director. Hours will be variable as the schedule changes depending on where we are in the seasonal year; it will involve primarily work during regular office hours 2-3 days each week with some evening and weekend work required for special meetings and events, but should average about 20 hours per week. Pay will be between \$11 and \$14 per hour, depending upon qualifications and experience.

Position Responsibilities:

- Provide a presence in the office to answer phone calls, emails, and questions from those who visit.
- Assist representatives from member clubs with player & team registration requirements.
- Assist individual registrants with Guest Player registration and credentials.
- Assist with processing and recording of league records, including game reports and penalty points.
- Plan and coordinate Executive Committee and Governing Board Meetings in conjunction with Executive Director.
- Assist in planning and execution of special events such as Academy Festivals and tournaments, including CAYSA Championships, as well as hosting District and State level tournaments.
- Work with the CAYSA Executive Director on special projects
- Other tasks as assigned.

Requirements & Preferences:

- Must have the ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
- CMS website and Microsoft Office experience are preferred.
- Prior work experience in customer/member service in a small office environment is preferred.
- Must be organized and possess excellent verbal, phone, and written communication skills.
- Applicants must be able to work flexible hours including weekend events and be willing to travel as needed or directed by the CAYSA Executive Director.

Applicants must be willing to work at the CAYSA office in Manor, TX. Interested applicants should email a resume to execdir@caysa.org.