

**Helena Youth Soccer Association  
Job Description  
Part-time - Communications and Administrative Associate**

BACKGROUND: Helena Youth Soccer Association [HYSA] is a not for-profit 501(c)(3) organization. HYSA is the premier youth soccer club in the Lewis and Clark Valley, Montana.

POSITION: PART-TIME COMMUNICATIONS AND ADMINISTRATIVE ASSOCIATE

SUMMARY OF JOB FUNCTIONS: This position requires the person to provide communications and administrative assistance to the Executive Director. This position is directed by the Executive Director, and all assignments and schedules will be developed to meet highest priority items.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

- Assist the Executive Director in conceiving and writing communication of all types including brochures, direct mailings, electronic mailings, advertisements, and monthly newsletter. Proof and ensure written communication is professional, grammatically correct, and clear.
- Maintain all mailing lists and make sure they are current and correct.
- Answer telephone and emails.
- Assists with general office duties including but not limited to: ordering supplies, working with third-party contractors and vendors, and setting up meetings.
- Assist Staff with HYSA tournaments.
- Other duties as assigned.

SKILLS & KNOWLEDGE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

- The ability to communicate effectively both orally and in writing
- Organizational skills
- The ability to multi-task and set priorities
- Strong interpersonal skills with a demonstrated dedication to high levels of customer service
- Familiarity with building and maintaining websites using contemporary technologies and a variety of media
- Familiarity with and ability to use social media sites including Facebook and Twitter

**SPECIAL REQUIREMENTS AND ABILITIES:**

May require limited travel and flexible schedule, some weekends during the spring and fall youth soccer seasons.

This position requires the ability to develop spreadsheets and understand work in other software applications. Knowledge of GotSoccer and Demosphere systems helpful but not required.

The successful candidate must also have the ability to promote team building and professionalism with all staff in a cooperative and appropriate manner. The candidate must also maintain confidentiality in HYSA matters both inside and outside of the office.

Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

**HOURS:**

Approximately ten hours per week.

**BACKGROUND CHECK AND OTHER REQUIREMENTS:**

Hiring is subject to a mandatory criminal background check.

Must have a valid driver's license.