

## **Casper Soccer Club, Inc – Office Assistant**

**Casper Soccer Club** is seeking a **part time Office Assistant** to provide clerical and administrative support to the Executive Director.

The **Office Assistant** will perform administrative duties as assigned, assist in the execution of the CSC programs, maintain compliance and data entry.

### **Duties / Responsibilities:**

- Perform administrative and clerical duties including by not limited to: photocopying, scanning, emailing, filing, mailing/shipping and mail sorting.
- Assist the Executive Director in monitoring and maintaining the risk management requirements for volunteers and staff.
- Assist the Executive Director in the scheduling of the different programs.
- Assist in Data entry information to maintain program requirements.
- On site, in person assistance for the CSC programs.
- Support the vision and mission of the Casper Soccer Club.
- Maintain confidentiality of client information.

### **Knowledge / Skills / Abilities:**

- Proficient in the use of Microsoft Office Products, such as Outlook, Word and Excel.
- Proficient oral and written communication skills.
- Able to follow written and verbal directions.
- Flexible, adaptable, personable and self-directed.

**Reports to** the Casper Soccer Club Executive Director.

### **Wage / Benefits / Hours / Overtime:**

- Part-Time position with approximately 15-20 hours weekly.
- Wage \$10-\$14/hour based on experience and education. Subject to standard payroll practices.
- Day Shift – On site working hours.
- No overtime compensation is authorized.
- No benefits or vacation time is provided.