

Minnesota Youth Athletic Services

1011 Osborne Road NE; Spring Lake Park, MN 55432

announces an opening for the following *full-time* position:

Administrative/Program Assistant

The Minnesota Youth Athletic Services, Inc. (MYAS) was organized in 1991 as a 501(c)(3) nonprofit organization dedicated to improving the delivery of youth sports services to young athletes, coaches, parents, game officials, and the associations that serve them throughout the state of Minnesota and western Wisconsin. The MYAS is Minnesota's largest multi-sport organization focused solely on youth athletics with more than 150,000 kids participating in our programs annually. The MYAS is a central clearinghouse for youth sports, serving as an information channel linking hundreds of youth associations, coaches, and thousands of parents.

SALARY

Starting Range: \$28,000-\$34,000/yr., plus full benefits (salary commensurate with experience)

- Full-time, salaried position
- Monday through Friday, 8:00am-4:00pm
- Occasional evening and/or weekend event/meeting support as needed

NATURE OF WORK

We are seeking a full-time Administrative/Program Assistant to provide general office and MYAS sport program support with a variety of administrative and clerical activities and related tasks as needed.

ESSENTIAL DUTIES

- Answer telephone calls on multi-line system; screen and forward calls to appropriate staff/department; take and receive messages for staff
- Answer, screen, and/or forward incoming emails in a timely manner
- Provide basic and accurate information via phone, email, and in person regarding company information (e.g., location, address, website, fax number)
- Greet customers/visitors/guests professionally, and determine the nature and purpose of the visit
- Direct and accompany customers/visitors/guests to appropriate staff person, office, or conference/meeting area
- Take and resolve complaints from customers and the public, being positive to negative criticism
- Monitor the front desk and maintain a neat and presentable work space
- Receive, sort, and distribute incoming deliveries
- Perform and assist other staff with various clerical duties such as photocopying, emailing, faxing, filing, collating, scanning, etc.
- Assist with administrative, finance and HR tasks as needed
- Provide assistance and support to MYAS program staff as needed
- Be familiar with and support the mission, vision, and core values of the company (see next page)

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Proficient computer skills, particularly Microsoft Office Suite (Outlook, Word, Excel, Publisher)
- Experience with QuickBooks is a definite plus
- Technical skills/hands-on experience with office equipment (i.e., copiers, printers, scanners, fax machines)
- Excellent customer service and interpersonal skills
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Ability to effectively multitask and prioritize tasks
- Possess a professional, positive attitude
- Must be dependable, punctual, and reliable

- Familiarity with or a background in youth sports would be **very** beneficial
- A certification in office management

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Casual but professional office environment
- Non-smoking environment
- Largely a sedentary role, but some bending, standing, and light to moderate lifting is required

DESIRABLE TRAINING AND EXPERIENCE

High school diploma, GED or Bachelor’s Degree, and 1-3 years of experience (preferably in an office environment) are required.


THE CLOSING DATE FOR SUBMITTING RESUMES IS FRIDAY, JANUARY 3, 2020.

Send resume and cover letter to:
Siri Forde, Office Manager/HR Coordinator
siri@myas.org

The MYAS does not discriminate on the basis of race, color, creed, national origin, religion, age, disability, sexual orientation or marital status in employment or the provision of services.

MINNESOTA YOUTH ATHLETIC SERVICES

MISSION – VISION - GOALS



ATHLETICS HELP YOUNG PEOPLE

- set worthy goals
- achieve a sense of accomplishment
- learn valuable leadership skills
- understand group goals and common commitment
- build skills in empathy, humility, generosity and compassion
- learn life lessons on and off the field of play

DID YOU KNOW

- Est. 1991
- We are a 501(c)(3) nonprofit organization
- We have over 150,000 annual participants
- We are the largest multi-sport organization in Minnesota



GOALS

- To promote sportsmanship, teamwork and cultural interaction through sporting competition
- To provide the highest quality athletic programs for Minnesota’s young people
- To link regional volunteer youth sports programs with others statewide

MISSION

To improve the delivery of youth sports services to young athletes, coaches and parents.

VISION

Youth Sports Done Right