



Heartland Soccer Front Office League Administrator
Hours are Monday through Friday 10am -3pm.
Please email inquiries and resume to: job@Heartlandsoccer.net

Heartland Soccer Association is looking for a dedicated and responsible League Administrator with superior organization and communication skills. The successful candidate will provide a variety of support services and will professionally represent Heartland Soccer Association within the soccer community. This position handles a wide range of administrative duties in support of Heartland Soccer Association programs and staff.

The successful candidate should have previous office administration experience with an interest in and knowledge of soccer in general and within the soccer community. The person must have effective communication skills both written and oral, strong interpersonal skills and a professional and co-operative manner. Flexibility to respond to changing priorities is essential in this fast-paced environment. Self-reliant and work well within a team. The League administrator should be detail-oriented with good organizational skills to effectively maintain accurate sports data with confidentiality. Experience with MS Office a plus.

Primary Responsibilities include but are not limited to:

- Answer phones
- Greet visitors
- Respond to emails
- Data entry
- Maintain file systems
- Track and maintain independent contractor paperwork
- Research discrepancies
- Maintain inventory
- Prepare field supplies for league and tournament weekends
- Assist with tournament and event set up
- Support staff on special projects / events
- Assist with accounts receivables / payables
- Preparation league / tournament team / coach packets
- Coordinate projects with staff and interns
- Be able to lift 50 lbs

To apply, please submit your resume to job@Heartlandsoccer.net (Subject Line: League Administrator).

Starting Payrate \$15 hr