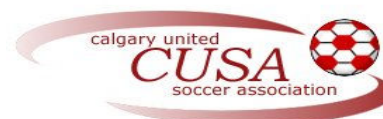


**CALGARY UNITED SOCCER ASSOCIATION
ADMINISTRATIVE ASSISTANT – REGULAR F/T**



Position Responsibilities:

The Administrative Assistant will be a key contributor to the successful daily delivery of base league operations. This is year-round position with weekday daytime work but will also include some early evening and weekend hours during peak registration periods in the spring and fall. This position offers a variety of duties within a sport office and an attractive wage for the right candidate. The position is to start immediately.

The successful candidate will be outgoing, personable and professional as they are the first point of contact for the organization. They will be an independent thinker responsible for assisting a team of staff using a web based league management system to register participants and record match results.

Base Expectations

- a) Ensure that a high standard of customer service is delivered to a diverse membership base
- b) Contribute to the efficient and effective operation of a busy sport office
- c) Respond to inquires from the membership and ensuring information/inquiries are directed to the appropriate individuals
- d) Assist in the maintenance of the records and file systems including individual and team files
- e) Perform routine clerical and administrative functions

Program Administration

- a) Answering phones and directing inquiries to the appropriate individuals
- b) Assist with the maintenance of the registry of all members and their status, including discipline history, transfers, ID cards, individual personal information and taking photographs for player/coach identification cards
- c) Assist with the entry of game sheet details into a web based data management program, includes the collection, editing and distribution of all player statistics and league standings
- d) Assist with the organization, coordination and promotion of various seasonal competitions and tournaments
- e) Assist with the preparation and distribution of all necessary information to the Membership

Financial Administration

- a) Ensure that all cash, debit and credit card transactions are received and recorded accurately

Marketing and Public Relations

- a) Assist with the updating of the information and contents of the organization's website
- b) Assist with the ongoing promotion of the sport

Closing date: February 10, 2010

Please submit your resume and cover letter to:

patti@cusa.ab.ca or #183, 2880 Glenmore Trail SE Calgary T2C 2E7