

CYSF is a non-profit corporation providing opportunities for girls and boys ages 5 to 18 to play the great game of soccer. CYSF is located in Clark County in Southwest Washington and is part of District 5 of Washington State Youth Soccer Association (WSYSA) and is affiliated with the United States Youth Soccer Association and the United States Soccer Federation playing under FIFA (Federation Internationale de Football Association).

The office assistant for CYSF will provide general clerical duties to support the mission of the federation and the individual clubs. This position will be part time and expected to work directly in the CYSF office 12 hours per week.

Duties include:

1. Answering phones, returning messages.
2. Providing support to the board of CYSF and individual clubs.
3. Responsible for the office organization, ensuring office machinery is in good working order.
4. Schedule CYSF meetings; send out notices, schedule conference rooms. This includes monthly board meetings, AGM and special events.
5. Assist board members and individual clubs with day to day problem solving.
6. Marketing and communication tasks; i.e. newspaper articles, advertisements, mailers, newsletters and website
7. Acquire sponsorship for CYSF.
8. Assist Webmaster for the CYSF web site. Provide up to date information to the federation and all of its members as needed.
9. Liaison between CYSF and WSYSA on general soccer/club issues.
10. Receive mail and ensure that the appropriate board member receives.

Skills/Expectations:

1. Ability to write and verbalize clear and concise communications.
2. Ability to work independently.
3. Able to work effectively as a team member and support the mission of CYSF.
4. Must be able to represent CYSF in a professional manner and make decisions in the best interest of CYSF and its membership.
5. Must be cleared through Washington State Risk Management.
6. Ability to initiate work, organize and prioritize in an effective and timely manner.
7. Excellent interpersonal communication with demonstrated ability to work effectively and collaboratively with a wide variety of individuals.
8. Proficient in word processing, webpage management and general office machinery (PC, fax, copier).
9. Knowledge of Bonzi software.
10. Valid Washington State driver's license.