

**Administrative Assistant:**

Pelican Athletic Club is currently seeking a highly motivated, detail oriented and reliable Administrative Assistant for our Competitive Swim department.

The main purpose and responsibility of the position includes administrative support for all swim team related tasks, and support of the Director of Competitive Swim. The ideal candidate will be able to exercise discretion, possess organizational abilities, and functions as an overall support mechanism for the Director of Competitive Swim.

**Duties and Responsibilities:**

- General support of Competitive Swim teams as needed
- Assist the Director of Competitive Swim in organizing and promoting all special events involving the swim team
- Maintain update files and copies of all correspondence, rosters, program information and materials in relation to competitive swim
- Processes all registrations, calls, emails and in person contact interaction in a timely manner
- Communicate effectively with all parents and swim team participants via email, phone or in person
- Processes regular communication to parents and swim team members as directed by the Director of Competitive Swim
- Works within the setting of the overall back-office team, and serves as the link between other departments such as the business office and the Director of Competitive Swim
- Attains and maintains USA Swimming Administrative Official certification as applicable

**Qualifications:**

- Strong organizational skills and computer literacy are needed to effectively perform the duties of this position.
- Willingness to work odd hours and be prepared to step up as a leader at short notice in order perform duties as assigned.
- Minimum two (2) years experience in a general office setting
- Ability to interact and communicate with swimmers, staff and parents in a positive, friendly and encouraging manner.
- Team player with abilities to lead and to following a positive manner.
- Ability to be assertive in a patient and nurturing manner.
- Maintain CPR, AED, and First Aid certifications in addition to any other required certifications.
- Willingness to attain USA Swimming Administrative Official certification
- Knowledge of Microsoft Office, and the ability to learn other applicable systems appropriately

**Additional Information:**

Part-time Position