

Soccer DCF is an organization committed to developing youth soccer players both on and off the field. Perrin Conferences is a leading full-service conference provider for the legal industry.

SoccerDCF and Perrin Conferences are seeking a part-time administrative assistant to work with both organizations.

Administrative Assistant Objective: Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects.

Administrative Assistant Job Duties:

- Prepares correspondence (letters, e-mails, memos, reports, etc). Initiates routine and some non-routine correspondence and completes expense reports. Resolves routine and complex inquiries. Schedules and maintains calendar of appointments, meetings and travel itineraries, and coordinates related arrangements.
- Maintains and communicates schedules of soccer trainers/coaches for multiple functions: camps, clinics, games, etc. ensuring that all trainers know their schedule in a timely fashion.
- Maintain registration information and team rosters and contact information for all DCF teams.
- Maintain contact information, contracts, and tax forms for staff.
- Prepare and maintain contracts for teams, individuals and groups.
- Prepares monthly payroll under the supervision of the DCF director, ensuring timely and accurate submission.
- Maintains supplies and equipment inventory by checking stock to determine inventory level; anticipating needed supplies and equipment; placing and expediting orders for supplies and equipment; verifying receipt of supplies and equipment;
- Prepares some project and management materials in Word, PowerPoint, Excel, and other software programs from drafts. Operates a personal computer and appropriate software packages.
- Prepares reports, invoices and processes payments in QuickBooks.
- Assists with monthly newsletter and maintenance of database in Constant Contact.
- Conducts on-line research at the direction of the DCF Director.
- Contributes to team effort by accomplishing related results as needed.
- Generate marketing lists from sources provided by PC team.
- Research, schedule, and compare flight/travel arrangements for PC team and speakers.
- Edit, proofread, and review marketing blasts and conference agendas.
- Printing, shipping, scanning materials for conferences and meetings.
- Assist in creating and distributing Continuing Legal Education (CLE) certificates after conferences.
- Review Out of Office messages and pull contact information.

Skills/Qualifications:

- Work requires initiative and judgment in making decisions and knowledge of company policies and procedures.
- Strong interpersonal skills and ability to work with the public.
- Typically provides primary support to DCF Director as well as trainers from time to time.
- Provides primary support to all PC Staff.
- Proficient in Microsoft applications such as (in priority order): Word, Excel, PowerPoint.
- Strong sense of urgency and able to work in a very high paced environment is required.
- Ability to manage multiple tasks.
- Strong sense of commitment and work ethic.
- Quick learner/performer.
- This is a part-time position and requires the ability to work a flexible schedule to accommodate peak periods. Hours may be highly variable.

SoccerDCF is an equal opportunity employer.

Perrin Conferences in an equal opportunity employer.

To apply for this position, please submit your cover letter, resume and 3 references via email to both:

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