



## Position Description – MEMBER SERVICES ASSISTANT

Position Title	Department/Division	Reports To
Member Services Assistant	Administrative	Director of Administration

Position Description/Job Duties
<p>This full-time position will provide administrative and customer service support to the membership and staff of ASA. Responsible for policy and procedure maintenance. Provide support during ASA sponsored activities and/or events which may require working evenings or weekends. Will provide support in preparing reports as well as daily office responsibilities including but not limited to:</p> <ul style="list-style-type: none"> <li>• Answer and direct phone calls</li> <li>• Organize and schedule appointments</li> <li>• Assist in preparation of regularly scheduled reports</li> <li>• Update and maintain ASA Policies and Procedures</li> <li>• Order office supplies</li> <li>• Maintain contact lists</li> <li>• Perform data entry</li> <li>• Support travel arrangements</li> <li>• Support the registration and background check processes, as needed</li> </ul> <p>Primary working hours: 8:30am – 4:30pm Monday – Friday</p>

Required Qualifications/Skills
Knowledge of office management systems and procedures
Proficient in MS Office (MS Excel, MS PowerPoint, and Outlook, in particular)
Excellent time management skills and the ability to prioritize
Strong organizational skills
Attention to detail and problem-solving skills
Excellent written and verbal communication skills
Knowledge and experience with ASA registration process a plus but not required
Knowledge of ASA leagues and Clubs a plus but not required
Spanish speaker a plus but not required
Others duties as assigned

### About Arizona Soccer Association

Founded in 1974 as a non-profit, the Arizona Soccer Association (ASA) is Arizona's largest soccer association with more than 40,000 registered players. The ASA provides competition through league and tournament play, coaching education courses, and parent education. The ASA hosts Arizona's most prestigious soccer tournaments every year: State Cup, Presidents Cup, and Adult State Cup.