

## PNS Office Manager

Pacific Northwest Swimming is a Local Swimming Committee (LSC), under the direction of USA Swimming (USAS), and is a 501(c)(3) corporation. The objectives and primary purpose of PNS is the education, instruction, and training of individuals to develop and improve their capabilities in the sport of swimming. PNS promotes swimming for the benefit of swimmers of all ages and abilities, in accordance with the standards, rules and regulations, policies, and procedures of FINA, USA Swimming, and PNS and its Articles of Incorporation.

**Position Available:** Pacific Northwest Swimming (PNS) is looking for an LSC Office Manager, to begin **9/1/2021**. Qualified applicants should submit a resume with references to the General Chair ([GeneralChair@PNS.org](mailto:GeneralChair@PNS.org), or P.O. Box 2235, Auburn, Washington, 98071) no later than **8/2/2021**.

**Classification:** This position is an exempt, salaried, full time position.

**Salary Information:** Salary will be based upon experience and qualifications. Applicants preferably live within the PNS borders, or within the surrounding LSCs, as relocation reimbursement is not available.

**Job Summary:** The Office Manager handles the day-to-day communication needs of the LSC. This is a customer service position, requiring the ability to work with diverse populations, both large and small, to promote the well-being of the LSC and the sport of swimming. The Office Manager must be able to work independently on most functions, without direct supervision.

**Work Hours:** The expectation is that the job will require 40 hours per week with occasional evening or weekend duties. Although there are not specified hours, the Office Manager is expected to be available during core hours of 9 AM to 3 PM Monday through Thursday (hours of work will be negotiated with the Personnel Committee) with a schedule of availability posted on the PNS website.

**Preferred knowledge of the following:** Training for these competencies can be provided.

Customer service expertise, general bookkeeping skills and applications, swimming specific software and general office applications

**Travel:** The position may require occasional travel as dictated by the Board of Directors. It may require travel to Zone Workshops, USAS Convention, etc.

Pacific Northwest Swimming is an Equal Opportunity Employer