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| Position Title | Department | Reports to |
| Office Assistant | Oregon Swimming, Inc | Executive Director |
| Employment Status | FLSA Status | Effective Date |
| Part Time | Non-Exempt | September 2021 |

**Position Summary:**

The Office Assistant supports Oregon Swimming, Inc by providing excellent customer service while completing tasks needed to further the mission of the organization and must have the ability to work remotely.

**Essential Duties and Responsibilities:**

The essential functions include, but are not limited to the following:

Assists the Executive Director with:

* Annual registrations of athletes, non-athletes, and clubs
* Processing transfer requests
* Updating coach/official certifications
* Updating forms and documents
* Meet exception reports
* Top 5 Awards ceremony
* SWIMS database submissions
* Oregon Swimming hosted events and meets
* Assisting with the OSI House of Delegates preparation
* Ordering inventory (awards, name tags, etc)
* Swim meet sanctions
* Invoicing of OSI accounts including for registrations, meet fees and Championship fees, etc
* Notify the Executive Administrator of delinquent accounts
* Ensure that clubs have up to date credit card information on Team Unify each month
* Assisting with website content
* Other administrative tasks as directed by the Executive Director

**Minimum Qualifications (Knowledge, Skills and Abilities):**

* Bachelor’s degree or equivalent life experiences
* Computer Literacy & Experience with software systems (such as Microsoft Office)
* Knowledgeable with USA Swimming Member Registration system, Meet Management Software and basic accounting principles using Quick Books

**Note:**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an ‘at will’ relationship.