

BOISE NATIONALS SOCCER CLUB
Idaho's oldest & most successful soccer club

Position Opening: BNSC Office Administrator

Boise Nationals Soccer Club

BNSC is Idaho's oldest soccer club, founded in 1986. Composed of 600+ kids, BNSC provides the Treasure Valley with soccer opportunities for boys and girls, ages 4-19. With over 80 State Cup titles, BNSC is a club that not only develops young people of character and values, but one that also excels on the field.

Position Description

The Office Administrator (OA) will manage all office administrative functions within the BNSC office, located at 6128 W Fairview Ave, Suite 1B. The OA will report to and support the BNSC Directors of Coaching (DOC's). The position will be for 25 hours weekly at a rate of \$10/hr, from 10 – 4 Monday through Thursday. The position also includes occasional nights and weekends.

Roles & Responsibilities

OA duties include, but are not limited to the following: reception, messaging, uniform stocking & dispersion, office supply stocking, team roster management, program & club registration, calendar management, DOC administrative support, team manager oversight & support, club event support.

Required Skills

Typing skill, basic computer processing competence (Excel, Word, Internet, Email, etc), ability to learn new programs (QuickBooks, Bonzi), strong organizational skills, experienced customer service, ability to multitask, high level of productivity, etc.

Hiring Process

BNSC will begin accepting application immediately. Please submit a resume and cover letter, including all relevant information concerning your suitability and relevant experience for this position. Applications should be emailed to Coe Michaelson at director@boisenationals.com with the subject line: Office Administrator Application.