



JOB POSTING

Position Title:	Office Manager	Effective Date:	10/5/2023
Reports To:	Executive Director	Full or Part-Time:	Full Time

Position Summary

(objective or purpose of the position)

The Office Manager position is primarily responsible for Indiana Swimming office management in accordance with established processes and procedures, technical requirements. Additional responsibilities include the following:

- Provide planning, organization and delivery of Team Indiana program and event support. Events would include but not limited to House of Delegates meetings IN Swimming hosted competitions, athlete camps, and education events
- Provide administrative, technical and communication support for IN and Zone championship meets, including meet operations for IN Swimming hosted competitions
- Serve as backup administrator for USA Swimming SWIMS 3.0, assisting IN Swimming with athlete and non-athlete registration, financial reconciliation and reporting
- Assist with IN Swimming communications efforts including update and maintenance of IN Swimming website, social media and other tools.
- Assist with finance process as needed

Required

- Must be a non-athlete member of USA Swimming/Indiana Swimming
- Prior administrative experience organizing the efforts with the ability to multi-tasking
- Demonstrated organization, planning and execution of large events to include logistics and communications
- Strong desire to work in and promote team environment
- Outstanding written and verbal communication skills
- Strong aptitude MicroSoft applications including Outlook, Word, Excel and PowerPoint
- Ability to work independently and with close attention to detail

Preferred

- Experience working/volunteering within youth sports
- Exceptional customer service experience, willing to take the extra step to answer questions and solve problems
- Prior experience in swim meet operations
- Know how to operate Team Unify, Swims 3.0, and/or QuickBooks
- Previous working experience within a non-profit organization