

## **USAT Southeast Regional Council**

### **Part-Time Administrative Assistant Position**

The USAT Southeast Regional Council is seeking a part-time Administrative Assistant to provide support to the Council's day-to-day operations. The individual will also interact, as necessary, with the USAT Regional Coordinator and the various departments and functions of the USAT national organization.

The duties include, but are not limited to:

- Ensuring that the Council communicates up-to-date information to USAT members in the Southeast Region;
- Providing support to the Council Chair and Vice-Chair in the management of the Council's programs and internal Council operations;
- Assisting the Council with marketing efforts to include planning and execution of a marketing strategy;
- Assisting the Council with basic website administration as needed to include timely updates;
- Assisting the Council's Southeastern Regional Club Series (SERCS) sub-committee leader on weekly updates on SERCS standings and publishing to region's website;
- Providing back-office support to various committees as necessary.
- Participate and take notes for monthly council conference calls, every second Monday of the month at 7 pm EST as scheduled. Notify Council Chairman one week in advance if not available to specific meetings.

The skills desired include:

- Proficiency in Microsoft Office (Word, Excel, Power Point) or similar software;
- Strong written communications; familiarity with Constant Contact a plus;
- Familiarity with social networking mediums such as Facebook and Twitter; and
- Knowledge of the multisport environment, particularly in the Southeast Region.

Additional employment information:

- This position is for work up to fifteen (15) hours per week but not to exceed sixty (60) hours per month without advanced approval from the Council Chairman. The salary is fourteen (\$14.00) dollars per hour. Selected candidate should be available to meet with Council Chair through digital teleconference at least once a month for a minimum of two (2) hours.
- Selected candidate will submit hours for approval on a monthly basis to the Council Chair. Once hours are approved, selected candidate will be paid monthly by the USAT national office.
- Position is targeted from July 2012 through December 31, 2012.
- The selected candidate will ideally work from a home-office that must be located within the Southeast Region (Georgia, South Carolina, Tennessee, Alabama, Mississippi, and Florida)

Panhandle). Strong emphasis given to Atlanta-area based applicants.

- The selected candidate will report to Council's Chair.