

CDYSL - Opening

Membership Services Assistant- Part time Position

Capital District Youth Soccer League is seeking a Membership Services Assistant

The Capital District Youth Soccer League (CDYSL) provides an administrative link between the local club members and the Eastern New York Youth Soccer Association and its parent organization, The United States Soccer Federation, whose members include the U.S. Men's and Women's National teams and professional soccer leagues such as the Major League Soccer. CDYSL is committed to providing all youth of this region the full opportunity to grow and develop in skill and the love and enjoyment of the game of soccer in the hopes of helping them kick start their lives with youth soccer.

Under the direction of the League Operations Director, the Membership Services Assistant is responsible for maintaining the league's social media platforms and will serve as the league's contact for player and coach registration issues.

Responsibilities:

- Works as part of a team with existing staff and assists with the input of data, results, and information on the CDYSL website and spreadsheets. Updates and adds information on the CDYSL website, including the posting of web advertisements.
- Assists with mass email communications to the membership.
- Maintains coaching license database.
- Serves as office liaison to CDYSL club registrars and administrators regarding player registration issues. Assists in the processing of player registrations according to CDYSL policies and procedures.
- Assists with the preparations for the CDYSL Fall and Spring League programs, as needed.
- Performs administrative functions and provides general administrative support to the League Operations Director.
- Handles a variety of clerical, secretarial and organizational functions.
- Responsible for back-up coverage of reception area, ensuring that (s)he represents CDYSL in a professional manner through telephone and direct contact with our customers.
- Accurately creates and formats documents and assists in creating PowerPoint presentations.

- Performs general administrative support such as photocopying, filing and scanning documents, as needed.
- Assists with the preparation of monthly reports, and a yearly report and other summaries relative to the main programs sponsored by CDYSL.
- Creates, inputs data, and maintains reports, dashboards, and tracking reports as needed.

Position Qualifications:

- Minimum education/experience: Two-year degree; Bachelors preferred.
- 1-2 years customer service experience and/or administrative support.

Required Skills:

- Detail-oriented, organized, with strong time management skills and ability to work under pressure to meet deadlines.
- Self-starter, able to work independently as well as work with other staff within the office.
- Good written and verbal communication skills required.
- Must be flexible and multitask.
- Ability to identify the need for and to request further instruction and/or clarification to properly execute assigned duties.
- Computer Savvy. Ability to quickly learn and navigate different software platforms. Working knowledge of Microsoft Word, Excel and some working knowledge of PowerPoint.
- Ability to exercise discretion in handling confidential information.

Additional Information:

- \$15-\$18 per hour pay range (depending on skill level)
- September- June - 20 hours per week, Monday through Friday 10:00 AM to 2:00 PM (some flexibility is available); July and August - 4 hours per week, Tuesday and Thursday, 10:00 AM to 12:00 PM.
- Professional references will be requested.

PLEASE SEND RESUME TO CDYSLOFFICE@CDYSL.ORG or 19 Aviation Road, Suite 9, Albany, NY 12205 or fax to 518-435-2328. Resumes will be accepted until February 4, 2022.