



West Seattle Reign Sports LLC
Seattle, WA
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Job Title: Administrative Assistant
Job Classification: Part-Time
Reports to: Club President
Work Schedule: TBD by Club President

Overview

West Seattle Reign Sports Club is seeking an **Administrative Assistant** to provide advanced, diversified, and confidential support to our Operations Manager and program leaders. This critical role supports our dynamic sports community through year-round competitions, tournaments, and events. The position offers a mix of in-person and remote work, with an average of 15–20 hours per week, after a 90-day in-office training period (Tuesday–Thursday, 10 AM–2 PM). Your ongoing schedule will be collaboratively designed to balance club needs and personal flexibility.

Key Responsibilities

- **Administrative Support:** Facilitate club operations, events, and member communications.
- **Data Management:** Oversee databases, schedules, and documentation to ensure efficient workflows.
- **Customer Service:** Deliver exceptional service to members and event participants.
- **Collaboration:** Work with staff to enhance operational efficiency and resolve challenges.
- **Meeting Preparation:** Develop and assemble materials for meetings, including agendas, presentations, and reports. Arrange meeting logistics, such as scheduling, food service, and supplies.
- **Special Projects:** Assist with emergent needs across departments, including communication, project management, and event planning.
- **Board Coordination:** Manage scheduling, communication, and document storage for the Board of Directors.
- **Communication Materials:** Create engaging presentations, PowerPoint decks, and associated materials.

Ideal Qualifications and Skills

- **Experience:** At least five years of recent administrative experience supporting high-level management.
- **Adaptability:** Comfort with shifting between projects and responsibilities.
- **Technical Proficiency:** Strong knowledge of MS Office Suite, Adobe Acrobat, OneDrive, SharePoint, MS Teams, Zoom, Mondays, Square, MailChimp, GoDaddy, Dropbox, and social media platforms.
- **Communication:** Effective verbal, listening, and written skills.
- **Organization:** Exceptional time management and multitasking abilities.
- **Collaboration:** Experience building strong relationships with diverse stakeholders.
- **Commitment:** Alignment with anti-racism and racial equity values.

Physical Requirements and Working Conditions

- Must be able to sit, stand, bend, stoop, and lift up to 25 lbs (occasionally 50 lbs).
- Duties are performed in an office environment and, occasionally, in outdoor settings for events.
- Some travel may be required locally, regionally, or nationally for tournaments and competitions.

Additional Information

- **Diversity Commitment:** Model nondiscriminatory practices in all activities.
- **Other Duties:** Perform additional responsibilities as assigned by the Club President or appropriate administrator.
- **Professional Development:** Attend staff development meetings, clinics, and training to enhance performance and knowledge.

Note: West Seattle Reign Sports LLC reserves the right to revise or change this job description at any time.

Signature Acknowledgment

By signing below, I acknowledge that I have read and understand the responsibilities, qualifications, and working conditions outlined in this job description.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date