

STRIKERS FC SOCCER ASSOCIATION - Job Description

- **Job Title:** Executive Assistant & Registrar
- **Reports To:** Executive Director
- **Location:** Missoula, MT
- **Hours:** 30–40 hours per week, depending on season
 - Must be able to work flexible schedules including weekends and evenings as needed.
- **Compensation:** Commensurate with experience
- **Optional Role Expansion:** Media Specialist

Job Summary: The Executive Assistant and Registrar at Strikers FC will be a team-oriented, problem-solving task master who wants to join an energetic team driven to inspire and support our growing soccer community in Missoula, Montana. Strikers FC serves over 2000 players, age 3 thru 19, with multiple levels of play including programs for recreational players through Mini-Micro and Micro-Strikers, an Academy Program, Competitive Select and Premier teams. We are one of the oldest and most well-respected youth soccer clubs in Montana Youth Soccer Association(MYSA).

This position has two parts: (1) the Executive Assistant responsible for assisting the Executive Director and Strikers FC staff with various administrative tasks; and (2) the Registrar, which ensures proper registration for all Strikers FC teams and players for both the Fall and Spring Seasons. (Expansion) : This position also offers the **option to include Media Specialist responsibilities** for candidates with demonstrated experience in content creation, social media strategy, and digital marketing.

This is a dynamic, year-round role that varies in hours depending on the season (30–40 hours per week). The ideal candidate will have a passion for youth sports, strong communication and technology skills, and the ability to manage multiple administrative processes with precision. The individual in this role will report to the Strikers FC Executive Director, yet must also maintain a collaborative working relationship with the Office Staff, Coaches, Team Managers, and other club volunteers, as well as MYSA Registrar.

Essential Job Duties :

- Knowledge of Strikers FC Programs to provide clerical support, administrative support, and the ability to answer members questions.
- Provide administrative support to the Executive Director and Program Administrators.
- Supporting the onboarding process for new coaches, staff, and volunteers.
- Organize equipment inventory and distribution to teams.
- Organizing and maintaining club records, contracts, and files.
- Provide support to the program management staff
- Assist the Executive Director in creating systems to increase efficiency within the organization.
- Assisting in planning, logistics and executing club events, fundraisers, and community events.
- Sending club-wide communications, including newsletters, announcements, and updates.
- Manage program registrations and a point of contact for questions.
- Preparation of team rosters for league play and tournaments.
- Lead the effort for the printing of Strikers FC player cards.
- Facilitate passcard distribution, and assist with league rostering systems, including guest player and suspended player lists.
- Prepare and submit player data to MYSA.
- Ensure program registration is ready to go live at appropriate times. Work with the Executive Director and Marketing team to ensure promotion and marketing are simultaneously available.
- Works with Strikers FC Staff to update the registration portion of the Website.
- Key user of registration systems and applications (includes, but is not limited to, Strikers FC website, GotSport, and PlayMetrics).

Optional: Media Specialist Duties

If qualified and included in the role

- Develop and implement social media strategies to promote club activities, events, and achievements.
- Create and manage digital content for website, newsletters, and social platforms.
- Capture and edit photo/video content for promotional use.
- Monitor engagement analytics and adjust strategies as needed to grow visibility.

Qualifications and Experience:

- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail, organizational, and problem-solving skills.
- Thinks critically by examining processes, policies, and problems and offers solutions.
- Demonstrates an overall positive and supportive attitude.
- Performs job-related tasks as requested by the Executive Director, in accordance with skill and training.
- Proficiency in Google Workspace, MS Office, Excel, and other computer systems.
- Previous experience working with youth sports or non-profit organization preferred.
- Excellent verbal and written communication skills, organization skills, and time management skills.
- Ability to interact productively and positively with coaches, parents, and players.
- Good conflict resolution skills.
- Ability to work independently, manage time well, and adapt to seasonal workload shifts.
- Friendly and professional demeanor with a collaborative spirit.

Bonus Skills for Media Specialist Add-on:

- Experience with Canva, Adobe Suite, or video editing tools.
- Familiarity with managing social media (Facebook, Instagram, etc.) for organizations.
- Photography/videography skills a plus.

Work Environment:

- Flexible hybrid of in-person and remote work, based on seasonal needs and events.
- Evening and weekend availability required during peak seasons or special events.

To Apply:

Please submit your resume and a brief cover letter outlining your experience and interest in the role to: natalie@strikersfcmt.org. If applying with media experience, include a portfolio or sample work links.