**Regional Administrative Manager – Part Time**

**Department:** Programming

**Reports to:** Regional Executive Director

**Location:** Greater Lehigh Valley Pocono Region Office – Bethlehem, PA

**FLSA Status:** Part Time (25 hrs./week)

Position Summary:Special Olympics Pennsylvania (SOPA) is in the process of completing a multi-year reorganization which will allow us to better serve our athletes and volunteers. Through Regionalization there are 4 areas that we are looking to better support: Program Administration, Fundraising, Sport/Competition and Community Outreach.

The Regional Administrative Manager will play a key role in ensuring that we are providing quality experiences to our athletes and volunteers. Priority is to provide top notch customer service to our athletes and volunteers as they renew athlete medicals and volunteer clearances/certifications or as we welcome and onboard new athletes and volunteers.

We are seeking an enthusiastic leader that is a team player, outgoing, adaptable, well connected in the Region and experienced in leading change. Your work will raise awareness and strengthen local communities by promoting respect, acceptance and inclusion for our athletes. As part of this team, you will make a difference.

**Principal duties and responsibilities:**

* Create, track and maintain **volunteer** records to include:
  + New and existing volunteers
  + Volunteer background clearances
  + Coach certifications
* Create, track and maintain **athlete** records to include:
  + New and existing athletes
  + Registration and medical records
  + Recruitment and retention
* Produce monthly athlete, volunteer and financial reports as requested by Regional Executive Director
* Communicate via phone and email regularly with athletes and volunteers to address questions and concerns, facilitate engagement and to share updates as needed.
* Assist in managing Regional website and social media.
* General office duties to include meeting set-up and coordination for all Leadership Teams, and other meetings as needed, managing of office day to day needs (i.e., supplies, mail management, etc.), and day to day activities within the region office.
* Administration of policies and procedures, especially those related to athlete and volunteer participation requirements.
* Public awareness – enhance the visibility of Special Olympics Pennsylvania as a whole and to meet the needs within the Region (i.e., volunteers, donor/sponsor marketing, athletes, etc.).
* Other related duties.

**Ideal Candidate Qualifications:**

* Excellent oral and written communications skills
* Nonprofit work or volunteer experience
* Demonstrated ability to interact with children and adults with intellectual disabilities
* Two or more years in office and administration support experience with demonstrated positive operational results
* Proficiency in Microsoft Office
* Able to travel throughout the Region’s geographic area as needed for events as well as able to do evenings and weekend work as needed
* Awareness of Region 5’s community resources

**Required Qualifications:**

* Computer proficiency (able to utilize office software programs including database, spreadsheets, and word processing applications).
* Criminal history check and fingerprinting is required of all SOPA employees during the course of their employment. Your employment is conditional, pending the results of the background check

**APPLICATION INSTRUCTIONS:** Serious applicants will email [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org)with a letter of interest, resume and salary requirement.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

EEO/M/V/H/V

Special Olympics Pennsylvania is proud to be an equal opportunity employer.  We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

**ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit [www.specialolympicspa.org](http://www.specialolympicspa.org).