**Part-Time Regional Administrative Manager Northwest**

**Department:** Programming

**Reports to:** Northwest Regional Executive Director

**Location:** This position reports to the Regional office located in Erie, PA.

**FLSA Status:**  Part-time, Non-Exempt. Part-time is 30 hours and will work a flex-schedule, 5 days a week.

**Position Summary:**

Special Olympics Pennsylvania (SOPA) is embarking on an exciting reorganization and seeks an enthusiastic person to oversee athlete and volunteer administration within newly formed Northwest Region which includes Clarion, Crawford, Erie, Forest, Mercer, Venango and Warren Counties. This position will be responsible for providing superior customer service to athletes (individuals with intellectual disabilities) and/or their families as well as volunteers throughout their registration, onboarding, and training. Once registered, the administrative manager will ensure athletes and volunteers are activated locally.

**Key Responsibilities:**

* Athlete Recruitment:
  + Ensure registration requirements are met in a timely matter to include processing of medical.
  + Provide customer support.
  + Connect athlete with site to ensure activated locally.
* Volunteer Recruitment:
  + Ensure registration requirements are met in a timely matter to include background clearances as well as trainings.
  + Provide customer support.
  + Connect volunteer with site to ensure activated locally.
  + Assist with transition of Class B volunteer, someone with casual or limited contact with athletes, to Class A volunteer, someone who is or may be in immediate contact with athletes.
* Athlete and Volunteer Retention:
  + Call or mail athletes and volunteers who remain expired after allotted time
* Other related duties as assigned such as but not limited to:
  + Financial record keeping.
  + Contract and insurance management.
  + General office duties to include meeting set-up and coordination for all Leadership Teams, and other meetings as needed.
  + Managing office day-to-day needs (i.e., supplies, mail management, etc.)

**Qualifications:**

* Excellent customer service skills and ability to professionally, cheerfully, and calmly communicate with all constituents to include staff, volunteers, athletes, and families.
* Proven experience to effectively communicate both verbally and in writing.

Ability to work with others assuring a professional demeanor is always maintained.

* Strong experience and comfort in computer software use to include but not limited to Microsoft programs.
* Proven experience in project and/or task coordination.
* Ability to multi-task and meet deadlines.

**Minimum Requirements:**

* 20 hours per week and office hours per M-F days are flexible.
* High school degree is required; Associates degree in office administration, similar training or proven experience preferred.
* 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 should send a cover letter, resume, and salary requirement to [drenaud@specialolympicspa.org](mailto:drenaud@specialolympicspa.org).

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.

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).