



Regional Administrative Manager

Department: Programming

Relationships: Region 5 Director, Special Olympics Pennsylvania

Location: This position reports to the SOPA Region 5 office located in Bethlehem, PA

Position Summary:

Special Olympics Pennsylvania (SOPA) is embarking on an exciting reorganization and seeks an enthusiastic person to oversee all geographic area administration related activities within newly formed Region 5 area (Berks, Bethlehem, Carbon, Lehigh, Monroe, Northampton, and Schuylkill). This position will be responsible for the oversight and management of program related administrative needs to support all areas of activities to include but not limited to; sports, community relations, volunteer management, fund raising, region-wide communications, etc.

Key Responsibilities:

- Responsible for (but not limited to);
- Volunteer Record management
- Coaches Training and Certification Record Management
- Volunteer Background Clearances
- Athlete Record Management
- Maintain Athlete Recruitment Retention records
- Financial record keeping to include budget monitoring as directed by Region Director
- General office duties to include meeting set-up and coordination for all Leadership Teams, and other meetings as required, managing of office day to day needs (i.e., supplies, mail management, etc.), and day to day activities within the region office.
- Working with the Region and Community Director, provide program related communications.
- Program related location communication (local training; local activities) for website/database
- Database management (upkeep)
- Region social media coordination and website (update) management
- Communication with Region programs as it relates to records.
- All Region 5 staff is responsible to enhance the visibility of SOPA as a whole and to meet the needs within the Region (i.e., volunteers, donor/sponsors marketing, etc.).
- 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.

Qualifications:

- Two or more years in office and administration support experience with demonstrated positive operational results.
- Proven knowledge of administration planning.
- 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.
- Budget reports and monitoring experience.
- Excellent oral and written communications skills.
- Awareness of Region 5's community resources helpful.

Applicants should email careers@specialolympicspa.org with a cover letter, 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.

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.