

Job Description: Football Club Administration Person

Location: Work from Home/Te Awamutu

Employment Type: Part Time – 10-15Hours per week

Reports To: Committee Executive

Job Summary: The Football Club Administration Officer plays a crucial role in the efficient operation of the club by managing all administrative tasks, with a primary focus on communications both into and out of the club. This position requires strong organizational skills, excellent communication abilities, and a passion for football and community engagement.

Qualifications: -

Bachelor's degree in Communications, Business Administration, Sports Management, or a related field is preferred but not essential.

- Proven experience in an administrative role, preferably within a sports or community-focused organization.
- Excellent written and verbal communication skills, with an ability to convey information clearly and persuasively.
- Strong attention to detail and organizational skills, with the ability to manage multiple tasks and deadlines effectively.
- Proficient in using Microsoft Office Suite, social media platforms, and basic design software.
- A passion for football and a commitment to promoting community engagement.

Personal Attributes:

- Strong interpersonal skills and the ability to work collaboratively within a team.
- Proactive attitude, with a willingness to take initiative and contribute to the club's success.
- High level of professionalism and discretion in handling sensitive information.

Application Process:

Interested candidates should submit their resume and a cover letter detailing their relevant experience and passion for the role to info@teawamutuafc.co.nz

Applications will be accepted until 10th January 2025