



Gateway Region Job Description

Position: Accounting/Event Specialist

General Function

To administer Gateway Region events and assist with office tasks
To implement and administer existing programs and assist with emerging programs

Responsibilities

Administrative

- Maintain communication with membership
- Perform Secretarial duties for Board of Directors
- Send meeting notification and agendas to Board members
- Assist with various office tasks including training on other office responsibilities
- Perform accounting functions for Region
- Health Plan Group administrator
- Backup for grant writing for USAV funding

Education

- Aid the Education Coordinator with Coaches clinics
- Aid the Education Coordinator with IMPACT clinics
- Aid the Education Coordinator with the Recruiting Seminar

Events

- Administer and promote Region events
- Schedule events; manage venue contracts; handle team registration; communicate with team reps, site directors and officials; assign site directors when needed; order prizes; handle tourney material distribution; trouble shoot during events
- Assist in organization of annual grass tournament (Spikin' It)

Technical

- Function as backup to Event & Technical Specialist with duties including but not limited to below
- Maintain and update Web page and social media sites
- Maintain communications with USAV office

Other

- Must be able to lift and carry 50 lbs
- Must be able to walk up and down stairs
- Light janitorial duties
- Computer skills and proficiency in Microsoft Word, PowerPoint, and Excel
- Intuit Quickbooks proficiency a plus

Hours/Salary

Full time position, office hour coverage including nights and weekends on occasion. Flexibility provided and coordinated with staff.

\$32,000 salary with health insurance including medical, dental and vision.

Enrollment into organization's 403(b) retirement fund.

Send Resume to:

Debbie Palmer

Scorer Chair

palmer@gatewayvb.org

Applications will be accepted until position is filled.