



CLUB COMMUNICATIONS COORDINATOR/ADMINISTRATION (Part-time)

The Highlands Soccer Association (HSA) organises and operates football competitions across the Southern Highlands communities - comprising of approximately 2,000 registered players across all age groups and encompassing 8 community clubs being Bowral FC, Bundanoon FC, Exeter FC, Hill Top FC, Mittagong FC, Moss Vale FC, Robertson-Burrawang FC and Yerrinbool FC.

Initially this new role will be part-time (20hrs per week) providing administration assistance to the Board of Directors in the daily operations of the Association. The intent is for this role to become an integral team member of the HSA in order to serve our community clubs in the operations of their respective clubs. This will be achieved by way of communications, operations and connecting with all member clubs. This is a hands-on position that requires the following tasks to be undertaken:

- Daily administration of the HSA emails and redirecting to the appropriate Directors
- Act as first point of contact for member clubs regarding registration issues, game changes, player grading requests and ground changes
- Act as first point of contact for the wider football community
- Act as first point of contact for referees and provide administration assistance to the Director of Referees
- Draft communications for clubs re HSA activities and initiatives
- Assist the Secretary in arranging Board meetings
- Assist the Secretary in arranging Club meetings
- Assist with drafting notification of marketing activities and initiatives
- Willing to learn new skills and expand this role

About you:

- Previous experience in an administration role
- Previous experience in a marketing and/or communications role
- Excellent communication skills
- Self-motivated, with proven time management and organisational skills, and the ability to work unsupervised to achieve required tasks on time
- Excellent computer literacy skills e.g. MS Office Suite
- Show flexibility to assist in delivering services to our membership
- A genuine interest in growing community football across the Southern Highlands
- Willing to grow with this role to undertake additional operational tasks as required

If you believe you are the right person for this role, please send your application to our Vice President, Mr Craig Patterson, at vpresident@hsa.org.au.

Include a covering letter, your current CV, and two referees (including email and phone contact for each)

Enquiries or additional information: Mr Craig Patterson 0415 366 669