



## **Position: Executive Assistant**

**Organization Description:** South Shore Select Soccer is a community-oriented soccer club based in Hingham, MA whose goal is to develop strong, confident and well-rounded young people through the game of soccer. They are making players the best they can be, while maintaining their love and passion for the game of soccer. They strive to make each player a better individual off the field by teaching them about a sense of community and social responsibility. They want players to remember their time on the soccer field as a positive, competitive and heartfelt experience that prepared them for their future endeavors.

**Position Summary:** South Shore Select Soccer Club seeks an **Executive Assistant** to manage the time and priorities of the CEO and the Executive Director/President, and to support Club-wide administrative tasks. Reporting to the CEO and working closely with the Executive Director/President, the Executive Assistant is responsible for the managing up to keep the Club's leadership organized and focused on the core elements of their own jobs.

### **Principle Responsibilities:**

- Manage individual calendars and meeting scheduling for the CEO and the ED/President.
- Book travel and manage administrative details of the CEO's and ED/President's schedules.
- Coordinate and drive the agenda for staff meetings, take notes, share them with the team, and ensure that all staff have clear understanding of any follow up required from staff meetings.
- As needed, triage inbound emails to the CEO and ED/President. Redirect emails to the appropriate leader within the organization for a response and organize the communications that require a direct response from the CEO or ED/President.
- Collaborate with the Club Administrator to support administrative needs associated with scheduling, communications and special events.
- Proactively identify ways that you can create efficiencies in the Club's operations, especially those having to do with the way that the CEO and ED/President spend their time.
- Immerse in and understand the various relationships that are critical to the Club's success so that you can effectively manage the CEO's time.

### **The Ideal Candidate:**

The ideal candidate is an action-oriented professional who thrives in a hands-on work environment. He/she has experience collaborating with a team to manage a growing program. He/she is able to work collaboratively with different constituents to get excited about a common goal. The ideal candidate must be skilled and confident managing up in a busy and multi-pronged environment. He/she must have exceptional organizational and communication skills and must be adept at managing relationships to build partnership.

### **Qualifications:**

- Exceptional planning and organizational skills with a keen attention to detail.
- Relationship-focused communication skills.
- Excellent written and verbal communication skills.
- Ability and confidence to drive efficiency in the organization's leadership by managing them and their time effectively.
- Demonstrated experience in an executive assistant role.
- Demonstrated interest in the South Shore Select mission and excitement about sharing it with others.
- Bachelor's degree or equivalent experience required.



**Compensation:** This position is compensated with an annual base salary, plus opportunities to increase total compensation through incentives. This position may be eligible for benefits.

**To Apply:** Please send an email with a thoughtful cover letter explaining your interest in the position and your resume to: [jobs@southshoreselectsoccer.com](mailto:jobs@southshoreselectsoccer.com). The subject of your email should include "Executive Assistant."

*South Shore Select is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.*