

EBU Administrative Assistant Opening

Elmbrook United (EBU) is looking to hire additional office staff to provide administrative assistance for Elmbrook United's various soccer programs, clinics, and special events. This position is a full-year, part-time, hourly position. General hours are Tuesday/Thursday 9am-1 pm. However, this job necessitates that candidates are available to work additional daytime, evening, and weekend hours, for meetings, tournaments, and special events. Candidates must be comfortable interacting with EBU members, in person and on the phone. They also must have a working knowledge of Microsoft Office (Word, Excel, etc.) and Google Apps (Mail, Docs, Drive), along with a willingness to learn other systems, including Demosphere, Sign-up Genius, and Word Press.

For more information, including a complete job description and salary information, contact Jackie Leupold, Executive Director/Administration at jackie.leupold@elmbrookunited.com.