



JOB DESCRIPTION

Program Assistant

The Junior Volleyball Association (JVA) is a national member association of Junior Club Directors and their staff. The mission of the JVA is to provide resources and education to our members.

The Program Assistant is a full-time position to work out of the JVA office in Milwaukee, WI. Responsibilities are related to the delivery of information and services to our members; and assist in duties assigned by the Executive Director, Events Director, and Member Development Director. Out of office travel will be necessary.

Responsibilities will include but are not limited to:

- Work with JVA staff to develop and distribute benefits to members
- Manage the JVA office and storage space and supplies
- Serve as the first point of contact for new and/or current members, provide basic information and forward to appropriate staff
- Assist the Event Staff in assessing coaches' eligibility related to Safe Sport regulations
- Track requirements and deliverables of the JVA Challenge Series and BVCA Club Challenge Series
- Assist in the planning and execution of the JVA Annual and Mid-year Meetings
- Assist in preparation and execution of JVA hosted tournaments
- Other duties that maybe assigned by Executive Director, Events Coordinator and Member Development Director

Qualifications

- Outgoing, friendly and willing to engage members and provide a high level of customer service
- Excellent communication skills
- Good organizational and time management skills
- Excellent Computer proficiency with Microsoft Office, Google Docs, etc.
- Must be pro-active on a daily basis; self-starter & creative thinker, problem solver
- Ability to work with all types of individuals in a professional manner
- Ability to travel to JVA events
- Ability to respond quickly to requests & deadlines

Qualifications (preferred)

- Experience with member database software (CRM platforms), some IT knowledge
- Experience with current social media platforms

SALARY: Commensurate with abilities and experience

The position is a full-time salaried position. Hours worked may often include weekends and evenings.

BENEFITS: Bonus Plan, vacation, health insurance, retirement.

Submit resume, salary requirements, and references to:

Jenny Hahn, Executive Director

1414 Underwood Ave., #404

Milwaukee, WI 53213

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414-588-3131

www.jvaonline.org