



TITLE: ASSISTANT COORDINATOR
FLSA STATUS: NON EXEMPT
EMPLOYEE STATUS: PART TIME (15-29 HOURS/WEEK)- (AVERAGE OF 22 HOURS/WEEK)
REPORTS TO: EXECUTIVE DIRECTOR
PAY: \$11- \$15/ HOUR

JOB SUMMARY:

Assist the League of Dreams executive director in daily functions required for program planning, event planning and coordination of a nonprofit organization.

PRIMARY JOB RESPONSIBILITIES:

Responsibilities will include, but are not limited to, the following:

- General Office (e-mail, phone calls, filing)
- Maintain mailing lists
- Track donations
- Thank you letters
- Volunteer recruitment
- Inventory of equipment and supplies
- Maintain organization with supplies/uniforms/equipment
- Assist at all League of Dreams program (sports) and special events
- Help manage information tables at vendor fairs
- Maintain and update calendars
- Co-coordinate special events (includes fundraisers) and vendors for events
- Request and obtain donations for events
- Concessions (during baseball season)
- Other assigned duties

SKILLS REQUIRED/QUALIFICATIONS:

Candidates will be selected from applicants having the best combination of the following qualifications:

- High School Diploma or Equivalent (GED)
- Knowledge of administrative and clerical procedures and systems such as Microsoft word and excel, managing files and records, designing forms, and other office procedures and terminology
- Strong oral and written comprehension and expression
- Ability to multi-task, work under pressure and meet deadlines
- Knowledge of Adobe programs a plus, but not required
- Able to lift 20 pounds safely
- Bilingual is a plus, but not required
- Must be available nights (events) and weekends (Sunday- program game days)

Send application and/or resume to:

Jessica Mathews
Executive Director
The League of Dreams
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Bakersfield, CA 93308
661-616-9122 Office
info@ourleagueofdreams.com