



**Thank you for your interest in employment with the Nebraska Sports Council.** With multiple programs—including the Cornhusker State Games, Pumpkin Run, Corporate Games, Wellness Challenge, and partnership ventures—the need for quality, sports-minded employees is great. Come join a young and energetic full-time staff and help conduct events with the only multi-sport & wellness organization in Nebraska and one of the largest of its kind in the United States.

## **Office Manager Position**

### **Full Time - Year Round**

#### **Salary Range:**

- \$30,000+ depending on experience

#### **Benefits:**

- 50% of individual health insurance premiums
- Retirement matching after one year

#### **Position Requires:**

- Self-motivation and discipline
- Good organizational skills
- Good communication skills
- Good customer service skills
- Good delegation skills
- Proficiency in office software including Quickbooks, MS Word, Excel and Outlook
- Knowledge of sports and health/wellness in general

#### **Primary Responsibility**

- Coordinates and maintains an organized and efficient office operation

#### **Specific Duties**

- Provides customer service to customers in person, over the phone, and via email
- Maintains an accurate filing and record system for NSC
- Maintains an accurate bookkeeping system, using Quickbooks
- Maintains all checking and savings accounts
- Works with accounting firm to file all taxes, payroll, and reconciliations
- Monitors and manages execution of sponsor benefits per sponsor contracts
- Maintains event/program ledgers
- Assists other staff members with clerical duties
- Maintains inventory and orders office supplies and any office needs
- Supervises office volunteers and trains temporary staff
- Serves as secretary at NSC related meetings
- Completes grant applications, donation requests and mailings
- Assists with collecting information for publications and the website
- Coordinates processing of entry forms, including data entry and filing
- Coordinates participant packets, including distribution
- Updates personnel files and history documents
- Coordinates mailing of invitations for all NSC functions
- Attends all meetings of the Nebraska Sports Council
- Other duties as assigned by the Executive Director and Director of Operations

\*Interested parties should send cover letter and resume to Scott Ash at [sash@nebraskasportscouncil.com](mailto:sash@nebraskasportscouncil.com)