



## OFFICE MANAGER/SIDEKICKS COORDINATOR

For more than 30 years, the Dallas Sidekicks have been one of the Metroplex's most successful and most beloved professional sports organizations. Since their inaugural season in 1984, the four-time indoor soccer champion Sidekicks have cultivated a passionate fan base and a powerful presence in soccer-crazed North Texas.

The Sidekicks return after a one year hiatus bigger and better than ever; with dynamic new ownership, strong management, a booming North Dallas marketplace and a powerful vision for the future of the Dallas Sidekicks. The Sidekicks are built on the philosophy of "Good People, Good Plan, Good Execution" and we're looking for ambitious, talented executives to join our Front Office team to make the Dallas Sidekicks the top professional indoor soccer club in North America and a strong contributing member of the local community. The Ownership Group includes successful local business owners, sports entrepreneurs and business leaders.

The main responsibilities of the Office Manager/Sidekicks Coordinator include but not limited to providing support to Dallas Sidekicks management and executives as it relates to sponsorship, ticket sales and operations fulfillment, assisting in daily office operations, front office support and managing the company's general administrative activities at the front desk in the Allen office while serving as an ambassador in the community and being a key liaison on game days.

This is a salaried full-time position plus benefits.

### **Essential Duties and Primary Responsibilities:**

- Liaise with the Director of Operations and VP of Sponsorship Sales/Marketing in fulfillment of sponsorship sales and operational related needs
- Generate and distribute emails, correspondence memos, letters, faxes, and forms when appropriate
- Work Game Days as key team leader
- Sell Tickets!!!
- Prospect for Sponsorships
- Assist in preparing presentations for Sponsorships
- Managing Sponsorship Fulfillment & Servicing
- Coordinate the Dallas Sidekicks Action Plan/Master Timeline
- Take and distribute meeting notes from Weekly Management Meetings
- Assist in preparation of regularly scheduled reports for MASL and Ownership
- Answer incoming calls and assume other receptionist duties when needed

- Respond to questions and requests for information
- Coordinate the Community Outreach Campaign to include player appearances, speaking engagements, clinics, et al
- Schedule, organize and prepare meetings
- Oversee the Office Presentation & manage Office Supplies
- Maintain contact lists and database
- Develop and maintain a filing system
- Assume responsibility for maintenance of office equipment, including computers, copy machines and fax machines
- Additional responsibilities as assigned by management

**Competencies & Qualifications:**

- Proven experience as office manager/coordinator or related position
- Knowledge of office management systems and procedures
- Possess a strong ability to manage one's own time and prioritize tasks when given clearly defined goals and objectives
- Excellent communication, customer service, organizational and time-management skills
- Detail-oriented; ability to handle several projects at once
- Computer proficient (Microsoft Word, Excel, Outlook)
- Professional image and demeanor
- Ability to learn quickly

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.