



JOB ANNOUNCEMENT
Administrative Assistant
(Part-Time (20-24 Hrs. Week) / Non-Exempt)
Springfield, MO

The Administrative Assistant will provide administrative support to Special Olympics Missouri (SOMO) Southwest Area staff. The Assistant will ensure compliance with Special Olympics International General Rules and Special Olympics Missouri Policies and Procedures while consistently demonstrating SOMO Guiding Values.

ESSENTIAL DUTIES: *(The following are illustrations of the duties of the position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to, or a logical assignment of the position)*

- Provide needed administrative support to SOMO Southwest area office staff
- Process financial donations
- Data entry and management of constituent documentation
- Solicitation for, and follow-up with, potential event sponsors
- Perform office duties including, but not limited to, oversight of vendors, mail management and answering phones
- Schedule SOMO athlete leadership opportunities in the community
- Create area marketing materials
- Maintain inventory of supplies and equipment
- Other duties as assigned by Supervisor

BENEFITS: NA for this Part-Time position

REPORTS TO: Southwest Area Development Director

LOCATION: In SOMO Office Springfield, MO

SALARY: \$16-\$18 per hour

Complete Application for Employment (<http://form.jotform.com/SpecialOlympicsMO/somo-employment-app>)

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AND EQUAL OPPORTUNITY EMPLOYER.**