



## Job Description

### Administrative Manager

- **Start Date:** Fall 2020

**About Urban Squash Cleveland:** Established in 2012, Urban Squash Cleveland is a youth development organization that combines instruction in the sport of squash, academic support, and enrichment opportunities to empower students to reach their potential. Urban Squash Cleveland recently opened a state of the art facility on the campus of Urban Community School in the vibrant Ohio City neighborhood. The facility has four squash courts, two classrooms, an office and locker rooms. Memberships, squash lessons, clinics and leagues are also available to the community.

Urban Squash Cleveland is a member of the Squash and Education Alliance, a network of twenty five organizations around the World that utilize the highly successful model of providing year-round, long-term support to young people who deserve and desire more. Our organization currently has a total of fifty students in the team, and a 100% rate of college enrollment.

**About the Position:** Urban Squash Cleveland is seeking a self-motivated, full-time Administrative Manager who is passionate about ensuring students and alumni are able to realize their academic, athletic, and personal potential. The Administrative Manager will be a skilled communicator eager to wear different hats in a dynamic, mission driven environment.

The Administrative Manager will report to the Executive Director.

### Responsibilities

#### *Data & Systems Management:*

- Track and analyze student and alumni academic achievement data, performance, and attendance.
- Manage donor, member, volunteer, and student databases.

#### *Operations:*

- Manage USC's operations, and work to improve the systems and procedures of the organization's 10,000 square foot facility.
- Communicate with vendors and implement cost-effective strategies for the organization.
- Work with the USC team to coordinate programming and building inventory and supplies.

*Program:*

- Assist with projects related to student recruitment, academic advancement, school year programming, and summer programming.
- Facilitate individualized connections and resources for USC students and alumni.
- Support our work in developing a strong student team culture that is aligned to the overall mission, vision, and core values of our organization.

**Qualifications & Skills**

- Previous experience in education, youth development, and/or social work is highly preferred.
- Deep belief in the potential of all students.
- Commitment to holding high expectations for all students.
- Demonstrated strength in building trusting relationships across lines of difference.
- Thrives working independently and as part of a small team.
- Strong interpersonal, communication, and organizational skills are critical.
- Ability to manage competing commitments and multiple projects simultaneously.
- Must have a valid driver's license and pass a background check.

**Compensation and Benefits**

Urban Squash Cleveland provides a competitive compensation package, including a salary in the range of **\$45,000 - \$50,000**. Other benefits include health insurance, an IRA stipend (provided yearly after 2 years with the organization), generous paid time off and sick leave policies.

***If interested in the position, please send your resume to Iago Cornes at [iago@urbansquashcleveland.org](mailto:iago@urbansquashcleveland.org)***

*Urban Squash Cleveland provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*

