

Job Description

NMUSBC, a non-profit, is currently recruiting candidates for the position of trainee for Association Manager. The intent of this position is to be trained for a year and then, with board's approval, assume the position of Association Manager.

Position is Part-time averaging about 20 hours per week.

Salary starting as trainee \$250 per month.

League bowler or knowledge of league bowling a plus.

Candidate needs to be experienced in handling a wide range of administrative related tasks and is able to work independently with little or no supervision.

Preferred Qualifications:

Budget & financial procedures, filing required IRS documents for a non-profit organization.

Have desktop automation skills - Word, Excel, database, email, quickbooks and website

Prepare and distribute correspondence.

Exceptional written and verbal communication skills; excellent telephone etiquette

Strong planning & organizing skills, impeccable follow-up and attention to detail

Assist members with questions.

Assist with member recruitment/participation/retention.

Potential to work weekends during tournament season.

Send cover letter and resume to be considered by August 23,2022

Linda Harper, President

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Check out our website at NMUSBC.net

Job Type: Part-time

Salary: \$250 per month