



PO Box 545 ~ Norwood, MA 02062 ~ www.ExcelSynchro.org

Job Announcement

Position: Team Excel Program Manager
Date posted: March 17, 2021
Search Ends April 17, 2021 (early applications encouraged)
Location: Primarily remote, but available for meetings in Norwood, MA

Who We Are:

Founded in 2009, Team Excel Synchronized Skating's (Team Excel) mission is to promote synchronized skating and prepare high quality synchronized skating teams for regional, national & international competitions in an environment that supports the personal growth and development of confidence in our athletes. Team Excel currently includes a total of eleven teams with approximately 150 skaters participating. Our teams proudly represent The Skating Club of Boston in competitions. In addition to our professional coaching staff, our organization is run by a dedicated group of volunteers.

Position Overview:

Following several years of rapid growth, Team Excel seeks to add an experienced, energetic professional to serve as our first Program Manager. This position will be responsible for administrative management of our organization and will provide support not only to the various teams, but also to the organization's governing bodies which include a Board of Directors and a Steering Committee. This position will be part-time, approximately 20 flexible hours per week, reporting to the Board of Directors.

Key Responsibilities:

Administration

- Maintain administrative records for all Team Excel teams and governing bodies.
- Manage practice ice contracts and assist in planning the schedule for each season.
- Ensure compliance with membership requirements for all team members.
- Register teams for competitions.
- Oversee travel arrangements for competitions, typically includes transportation, meals and hotel booking.
- Coordinate ordering and care of competition and team apparel.
- Provide logistical support to Team Excel committees and for events.
- Participate in monthly meetings of the Board, Steering Committee, Line Managers, and Coaches, preparing minutes and reports as requested.

Communications

- Serve as principal point of contact for inquiries about Team Excel.
- Coordinate organization email accounts and digital file management.
- Ensure all parent/family/skater inquiries are responded to in a timely manner.
- Work with the Steering Committee to develop an annual communications plan.
- Draft and distribute press releases and social media posts about team activities.
- Assist in developing recruitment and outreach materials.
- Assist in website maintenance.

Budget & Finance

- Coordinate with accountants to ensure integrity of financial operations and with auditors to ensure compliance with annual reporting requirements.
- Oversee organization monetary transactions.
- Assist Treasurer and Board to develop annual budget and to provide periodic budget reports to Board.

Personnel & Volunteers

- Ensure compliance with SafeSport and USFS requirements for all coaches, skaters, and volunteers.
- Recruit and support team and organization volunteers.

Qualifications

- Three to five years of relevant experience in an office setting. Nonprofit and/or sports management experience is a plus.
- Outstanding project management skills--must be able to prioritize, plan, and manage multiple projects simultaneously with high attention to detail.
- Flexibility--able to work well independently, as well as part of a team.
- Strong writing and proofreading skills.
- Professional demeanor and the ability to interact effectively with skaters, parents, coaches, volunteers, board members, and others working with Team Excel.
- Advanced computer skills with particular strength in Google Docs applications and Constant Contact. Microsoft Excel, website development and graphic design experience helpful.
- Availability to attend evening meetings and events.
- An interest in competitive figure skating.

Compensation & Application Instructions

This is an independent contractor position and compensation will be hourly. The position is expected to require approximately 20 hours per week. To apply, please email with a subject line of "Team Excel Program Manager" a cover letter, including salary requirements, and resume to: jobs@excelsynchro.org. **Please combine cover letter and resume into one pdf file.** Please use your name as the file name.

Team Excel is an equal opportunity employer. We are committed to fostering a diverse, inclusive, anti-racist, and equitable environment.