



## ADMINISTRATIVE ASSISTANT

San Diego FC ([San Diego FC](#)) is the newest member of the MLS family. As part of the unique [Right to Dream](#) model and the [Sycuan](#) Tribe's deep roots, we are proud to be building a San Diego-centric soccer organization that honors our history and celebrates emerging excellence.

### ABOUT SAN DIEGO FC:

We value community, diversity, and acting with purpose. We are looking for leaders at all levels to co-create the culture of a new organization that is built on the premise that you can discover, understand, and re-define excellence by nurturing talent and creating opportunity anywhere – specifically through soccer.

Globally, Right to Dream partners with talented young people to give them a nurturing environment to flourish and thrive. We do this through a holistic model of athletic development, where young people grow as human beings and great footballers. RTD's promise is set out in their [Manifesto](#): a set of 8 commitments which will be central to the San Diego FC ethos from the front office to the field, when games start at Snapdragon Stadium in 2025.

This is an opportunity to be a part of a great team building something meaningful for San Diego. We offer excellent benefits including health coverages with generous company contributions, over 30 days of paid time off, and a 4% company match on your 401(k).

### POSITION:

The Administrative Assistant at San Diego FC (SDFC) is a crucial role responsible for providing comprehensive administrative support to the Executive Leadership team (CEO, CFO, EVP Club Operations, EVP Academy, and Sporting Director) in a fast-paced start-up soccer club environment. Reporting to the CEO, this role demands a detail-oriented individual with exceptional organizational skills, a proactive approach, and the ability to handle multiple tasks efficiently. The Administrative Assistant will play a vital role in maintaining office processes, managing schedules, arranging travel (global), and facilitating successful event planning.

### RESPONSIBILITIES:

Office Administrative Support:

- Establish and uphold efficient administrative policies and processes, ensuring the smooth operation of the office, academy, and club facilities.
- Set up processes to manage office supplies, equipment, and facilities to maintain a productive work environment.
- Handle incoming communications, including emails, calls, and mail, and direct them appropriately.

- Coordinate and manage logistics for internal meetings, including preparing meeting materials and maintaining meeting minutes, Board and Investor communications.

#### Calendar and Travel Management:

- Manage the complex calendars of Executive Leadership team, including scheduling appointments, meetings, and conferences.
- Coordinate travel arrangements, including flights, accommodations, and transportation, for the Executive Leadership team, including significant international travel.
- Anticipate scheduling conflicts and proactively resolve them to ensure optimal time management.

#### Reporting and Documentation:

- Prepare and maintain documents, reports, and presentations for the Executive Leadership team as needed.
- Organize and maintain digital and physical files, ensuring easy accessibility and confidentiality.

#### Executive Support:

- Coordinate high-level meetings, prepare materials, and ensure timely follow-up on action items.

### **QUALIFICATIONS:**

*Candidates can meet the requirements with a combination of experience in the following areas:*

- Experience equivalent or bachelor's degree in business, Sports Management, Communications, or a related field
- Minimum of 3-5 years of administrative assistant experience, preferably in a start-up environment or within the sports industry.
- Exceptional organizational skills and attention to detail.
- Proficient in using Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Strong written and verbal communication skills.
- Proven ability to manage multiple tasks and prioritize effectively in a dynamic environment.
- High level of professionalism and discretion, particularly when handling sensitive information.

We encourage all individuals who share our commitment to community and soccer to apply at [JointheTeam@SanDiegoFC.com](mailto:JointheTeam@SanDiegoFC.com). Please reference the position title in your email. Soccer is humanity and together, we can make a meaningful impact both on and off the field, fostering a culture that embraces excellence and equal opportunities. SDFC is an Equal Opportunity Employer.