Job Title: Administrator, Games Management System (GMS)

Department: Sports & Programs

 Location: Long Beach, CA. **This is not a remote position.**

The **Administrator, Games Management System (GMS)** is responsible for data entry and assisting in maintaining efficient database operations for all software programs used to track athletes and volunteers.

The primary focus is the efficient operation and management of the organization's athlete database (Games Management System, or GMS). As the GMS technical expert, this position develops and maintains established data entry guidelines and serves as the primary support contact for staff and volunteers.

Reports To: Director, Chapter Games & Sports

Compensation: This is a full-time position with benefits eligible on the first of the month following the start date. The non-exempt hourly range is **$22.00 - $25.00**, depending on relevant education and experience.

KEY RESPONSIBILITIES

GMS Administrator and Database Management: 50%
- Perform data entry for traditional athletes into GMS, refining data entry procedures and guidelines.
- Responsible for autonomously facilitating GMS functions back-end data management, cleanup and security rights of users.
- Strategize and implement methodologies for improving the efficiency of GMS, including how data is input and reported.
- Set up GMS games registration and calendar coordination for all tracked events.

GMS Database Reporting: 25%
- Maintain clear and concise reports for the use of all competitions and results reporting.
- Work with other SOSC departments and teams to efficiently access and utilize GMS data, such as pulling data for mail distribution lists and contributing athlete data for grants.
- Assist in the determination of reporting periods and the creation of accurate reports.
- Manage GMS constituent reports, coordinate gathering data from Departmental Heads and other relevant staff for reporting on the Master Data Sheet
- Manage the completion and submission of the Special Olympics Incorporated Census on behalf of SOSC, completing complex assignments by applying a broad knowledge of our internal practices and procedures.

Chapter Games GMS Functional Area Lead & Delegation Housing: 10%
- Recruit, train, and lead the GMS volunteer committee to generate competition results and assist with scheduling and divisioning for competitions.
- Prepare collateral for delegation packets, including rosters, wristbands, and brackets.
- Work with the marketing and communications department to post competition results online.
- Manages delegation registration, housing, and room assignments.
- Ability to work weekends in support of four headquarters events per year.

GMS Training and Support: 5%
- Facilitates employee and intern trainings for new GMS users.
- Provides a quarterly GMS training recording for continual use and employee development.

Administration: 5%
- Actively participate in monthly staff meetings and other meetings as assigned.
- Complete assigned GMS courses and maintain proficiency.
- Maintain proficiency in GMS by participating in additional webinars and training sessions as assigned.

Individual Goals: 5%
- Internal: See employee feedback in Comments section of Threads.

Total: 100

JOB LEVEL RESPONSIBILITIES: Under supervision, performs work that is varied and may require prioritizing and multi-tasking. Work may include some originality in close collaboration with the supervisor. Has limited decision-making authority on behalf of the organization. Enforces company policies.

QUALIFICATIONS: To succeed in this job, an individual must be able to satisfactorily perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:
- 2-3 years of administrative experience and bachelor's degree or equivalent
- Minimum of two (2) years of database management experience required.

SKILLS AND/OR ABILITIES:
- Excellent computer skills, including proficiency in database management programs.
- Excellent data entry skills and experience
- Strong attention to detail
- Ability to handle confidential data.
- Excellent verbal and written communication skills
- Ability to provide effective training.
- Ability to work well with others, exercise sound judgment, and be flexible.
- Excellent organizational skills and demonstrated ability to prioritize and effectively manage multiple tasks.
- Demonstrated problem-solving skills.
- Ability to work closely with volunteers, including interns.
- Have a valid California driver's license and meet minimum California vehicle insurance requirements.
- Ability to pass background screening in regard to criminal history, professional references, and driving history.
- The employee is occasionally required to stand, walk, lift, or carry up to 24 pounds.

WORK ENVIRONMENT: The position's primary work location is in the SOSC Long Beach office. The noise level in the work environment is usually moderate. This position will require driving and some traveling within assigned and surrounding counties.

APPLY:
Please send your resume and cover letter to lbjobs@sosc.org.