



Nonprofit Association Manager (PT)

Do you love bowling and want to be a part of an organization where you can contribute to the future of the sport?

We are seeking a self-starting individual for the position of Association Manager who will provide administrative support and report to the GHUSBC Board of Directors (BOD) and the National USBC. The Greater Houston USBC is a non-profit organization located in South Houston, chartered to serve the bowlers in the Greater Houston area. The role is responsible for the association's day-to-day administrative support, including bookkeeping, tax filings, and supervision of office staff, coordinating and providing minutes for the BOD monthly meetings. You will also be a tournament manager for all locally sponsored events.

Skills in Quick Books and Microsoft Office products are required. The position is 20-30 hours per week, and some weekends are required.

Please email your resume and salary expectations to GHUSBC@bowlhouston.com or mail to GHUSBC, 2616 Houston Blvd, South Houston, TX 77587, **by April 30, 2023.**