

**USTA NEVADA IS HIRING**

**THREE OPEN POSITIONS:**

**1. Administrative Assistant Full-time**

**2. Administrative Assistant/PR Part-time**

**3. Tennis coach for parks classes and outreach events**

**1 & 2. ADMINISTRATIVE ASSISTANT AND PR ASSISTANT - USTA Nevada is looking for an Entry Level Administrative Assistant to act as receptionist and to help support the Office Manager and other USTA Nevada staff members.  No degree or tennis experience needed. Must have computer skills, desire, good work ethic, and be self-motivated.**

**The position is high energy and filled with special projects, tasks and opportunities. In this job you will be given tasks that are as basic as answering phones, doing expense reports and processing payments. You will also be part of helping organize professional events, and be the back-up to the Office Manager. This position also provides the opportunity to develop administrative job skills and know-how by being involved in a wide variety of tasks.**

**HOURS: Full Time (40 hours/week) OR Part time (20 hours a week). Flexible work schedule is negotiable.

SALARY:** **1)** **Full-time**  **$18,000-23,000/annually with possible**

**Benefits 2) Part-time**  **$10,000-15,000/annually** /

**If interested, please submit your resume and cover letter in the body of the email, NOT as an attachment, to****tennisjobs@ustanevada.com****.**

**3. USTA Nevada is** **also seeking full-time and part-time Coaches** to assist our Ten & Under Coordinator, Mark Marett, and help at community outreach events and parks programs.

HOURS: Flexible work schedules are available

SALARY: Based on experience and coaching certifications

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