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Website: www.michiganyouthsoccer.org E-mail: stateoffice@michiganyouthsoccer.org

Michigan State Youth Soccer Association, Inc. Internship Opportunity (unpaid)

Job Description: Internship (Unpaid)

General Overview:

- Assist with the daily administrative functions including, but not limited to, customer service, communications distribution, assist with programs, events and clerical office duties.
- Assist with data entry and database management.
- Assist with special events that may include: State Cup, Jr. State Cup, Director's Academy, ODP Tryouts, Annual General Meeting, etc.
- Assist with other tasks as assigned by the MSYSA Executive Director.

Reporting Structure:

- Reports directly to the MSYSA Executive Director.

About Michigan State Youth Soccer Association, Inc.:

The Michigan State Youth Soccer Association, Inc. (MSYSA) is a nonprofit organization that represents over 89,000+ youth soccer players, 12,000+ coaches, and 8,000+ referees throughout Michigan. MSYSA consists of a vast number of leagues that register players (boys and girls) from ages 4 through 19 throughout the state. MSYSA is a member of the United States Youth Soccer Association and the United States Soccer Federation. For more information on MSYSA, visit www.michiganyouthsoccer.org.

Requirements:

- Currently enrolled in a University or College.
- Must commit to a minimum of 10 hours per week.

Preferred Qualifications:

- Detailed oriented.
- Creative, some graphic design experience helpful
- Proficient in Microsoft Word, PowerPoint, Excel, Publisher, etc.
- Excellent written and verbal communication skills
- Basic understanding of events and event management
- Willingness to work flexible hours including weekend work
- Must have own transportation

How to Apply:

Any interested candidate must submit a cover letter and resume to Thomas K. Faro, MSYSA Executive Director on or before Monday, July 26, 2013. Cover letters and resumes can be submitted to Thomas K. Faro by e-mail (<u>tfaro@michiganyouthsoccer.org</u>) or by mail (MSYSA c/o Thomas K. Faro, 9401 General Drive, Suite 120, Plymouth, Michigan 48170). **NO PHONE CALLS, PLEASE.**



