



# Michigan State Youth Soccer Association

## Overview:

The Michigan State Youth Soccer Association seeks multiple full-time or part-time interns to assist the State Office with various tasks throughout the year. MSYSA offers internship positions that focus on coaching, events/operations, and marketing. All internships positions are unpaid. MSYSA will work with interns to complete all reasonable aspects of their schools' internship curricula. Interns will work in the State Office in Plymouth, MI and report to the MSYSA Executive Director.

## Requirements:

- Applicants must be able to pass a criminal history background check
- Knowledge of soccer and/or youth sports is preferred
- Weekends may be required for special events
- Applicant will be an energetic team player with solid communication and organizational skills
- Applicant will be able to work on multiple projects with minimal supervision while adhering to deadlines
- Applicants must be proficient with all Microsoft Office programs.

## Minimum Qualifications:

- Some college preferred.

## Degree Program/Relevant Majors:

- Some college preferred.

## Practical Experience:

- Minimum experience in sport related field. Sports degree, business degree or similar related field preferred. Solid understanding of soccer environment. Proven organizational and time management skills. Ability to handle and prioritize multiple assignments.

## Minimum Technical Requirements:

- Proficiency with Microsoft Word, Excel, PowerPoint, databases, calendar software and ability to learn new software applications quickly.

## Travel Requirements:

- Occasional weekend work required as directed by supervisor.
- Ability to travel domestically as directed by supervisor.

## Physical Requirements:

- Ability to lift 40 lbs. with or without assistance.

## General Internship Description:

- Assist with daily administrative functions including, but not limited to, customer service, communications distribution, and office organization maintenance
- Assist with data input and database management
- Provide on-site assistance at special events that may include coaching clinics, ODP Tryouts, State Cup, Junior State Cup, American Recreational Cup, Director's Academy, Annual General Meeting, etc.
- Assist with other tasks as assigned by MSYSA Executive Director



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## Additional Descriptions Based on Area of Focus:

### Events/Operations

- Assist with the coordination of event logistics
- Assist with the communication of important event details to participants

### Marketing

- Assist with generating new marketing leads
- Research of prospective marketing partners
- Assist with sponsor compliance
- Assist with the promotions of programs and events

### Coaching

- Assist with the coordination of coaching clinics, courses, symposiums, etc.
- Assist with the continued development of the MSYSA coaching education program

## How to Apply:

Interested applicants should E-MAIL their resume and cover letter, including available start date, proposed length of internship, and requested number of hours per week, to MSYSA Director of Programs [jsherman@michiganyouthsoccer.org](mailto:jsherman@michiganyouthsoccer.org). **No phone calls please!**

