



Michigan State Youth Soccer Association

Michigan State Youth Soccer Association, Inc. Employment Opportunity | Full-Time (Salary) Programs Coordinator

Job Description: Full-Time (Salary) Programs Coordinator

Category of Employment: Exempt Employee

Primary Job Responsibilities:

- Primarily responsible for the administration of the MSYSA ODP (Olympic Development Program) & ODP 101 programs.
- Monitor ODP & ODP 101 program budgets, with assistance from the Executive Director & State Technical Director.
- Manage and respond to inquiries from ODP & ODP 101 participants, ODP & ODP 101 parents, and member organizations as it relates to ODP and ODP 101.
- Schedule all ODP and ODP 101 team travel, special events, and training(s) with assistance from the State Technical Director.
- Work with the MSYSA State Technical Director on promoting interest in the ODP & ODP 101 programs.
- Assist office staff with the planning and execution of MSYSA programs, tournaments, and events.
- Assist office staff with on-site marketing, signage/branding, website content and social media updates on MSYSA programs, tournaments, and events.
- Assist office staff with National League Conferences and Director's Academy team registration.
- Assist with any regional or national events hosted in Michigan, as directed.
- Serve as a staff liaison to various committees as established by the MSYSA Board of Directors.
- Responsible for the sanctioning of MSYSA affiliated tournaments.
- Assist the MSYSA Director of Coaching Education with the registration of patrons and with the distribution of MSYSA coaching licenses.
- Assist the MSYSA Director of Coaching Education with the posting of MSYSA coaching clinics, coaching courses and symposiums.
- Responsible for MSYSA's coaching course database, the distribution of coaching course materials, and document management.
- Any other duties as specifically requested by the Executive Director.

Reporting Structure:

- Reports 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 92,000+ youth soccer players, 12,000+ coaches, and 4,000+ 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:

Minimum Qualifications:

- Bachelor's degree or equivalent combination of education and/or related prior employment experience.



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Degree Program/Relevant Majors:

- Bachelor's degree preferred.

Practical Experience:

- Strong organizational and communication skills, both verbal and written.
- Ability to work with a diverse group of individuals, multi-task, and resolve matters effectively.

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.

How to Apply:

Any interested candidate must submit a cover letter, resume and salary requirements to Thomas Faro, MSYSA Executive Director, on or before **Friday, March 1, 2019**. Cover letters, resumes and salary requirements can be submitted to Thomas Faro by e-mail (tfaro@michiganyouthsoccer.org) or by mail (MSYSA c/o Thomas Faro, 9401 General Drive, Suite 120, Plymouth, Michigan 48170). **NO PHONE CALLS, PLEASE.**