



Michigan State Youth Soccer Association

Michigan State Youth Soccer Association, Inc. Employment Opportunity | League Assistant

Job Description: League Assistant (In-Office, Plymouth, MI)
Category of Employment: Exempt, Full-Time (Salary)

Primary Job Responsibilities:

- Coordinate/assist with daily administrative functions associated with MSYSA programs/leagues (e.g., NewComp, Director's Academy (DA), and MSPSP).
- Assist with coordinating/communicating program/league applications, policies, procedures, rules to clubs/teams.
- Assist with player/team official registration (via GotSport) data input/database management.
- Assist office staff with NewComp, DA, and MSPSP player/team official registration and game scheduling.
- Assist with NewComp, DA, and MSPSP game reports (verifying accuracy of reported game reports, scores, verifying suspensions are served, etc.)
- Assist with other MSYSA programs, events and tournaments, as directed.
- Assist with regional or national events, as directed.
- Assist staff with website and social media updates specific to MSYSA programs/leagues (e.g., NewComp, DA, and MSPSP).
- Serve as a staff liaison to various committees as determined by the MSYSA Executive Director.
- Any other duties as specifically requested by the MSYSA 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 90,000+ 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.

Minimum Qualifications:

- Bachelor's degree or equivalent combination of education and/or related prior employment experience.
- Demonstrate a solid work ethic, enthusiasm, excellent administrative, organizational, communication, and conflict resolution skills.
- Previous experience with youth soccer administration and/or other sports related experience is preferred.
- Strong organizational and communication skills, both verbal and written.



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- Ability to multitask and prioritize tasks effectively.

Degree Program/Relevant Majors:

- Bachelor's degree preferred.

Preferred Experience:

- Knowledge on the youth soccer landscape in Michigan.
- Ability and willingness to step in and assist with tasks not customarily associated with the day-to-day functions of this position.
- Proficiency with GotSport (online registration system).

Minimum Technical Requirements:

- Proficiency Microsoft Outlook, Word, Excel, PowerPoint, and ability to learn new programs, applications/systems quickly.

Travel Requirements:

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

Physical Requirements:

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

How to Apply:

- Any interested candidate must submit a cover letter, resume, and wage requirements to Thomas Faro, MSYSA Executive Director, on or before **Friday, April 3, 2026**. Cover letters, resumes, and wage requirements can be submitted to Thomas Faro by email (tfaro@michiganyouthsoccer.org) or by regular mail (MSYSA, c/o Thomas Faro, 9401 General Drive, S-120, Plymouth, MI 48170. **NO PHONE CALLS, PLEASE.**