



EASTERN PENNSYLVANIA YOUTH SOCCER OPERATIONS AND EVENTS INTERNSHIP

Position Summary:

This position will be responsible for the various aspects of the association's operations, including, but not limited to: event management, state and regional program administrative assistance, external and internal marketing, coaching education, program outreach, and overall assistance to the membership.

Responsibilities & Duties:

- Work on-site as needed to represent Eastern Pennsylvania Youth Soccer at events and activities including but not limited to: Indoor Cups, Outdoor Cups (National Championship Series, Presidents Cup, Turkey Hill Challenge Cup), Olympic Development Program tryouts, indoor and outdoor recreational festivals, Resident Camps, SE Philadelphia Soccer Coaches Association All-Star game, Philadelphia Union home games, Annual Banquet, Annual General Meeting, and additional events as needed.
- Represent Eastern Pennsylvania Youth Soccer alongside partner organizations at select meetings and conventions.
- Assist the Director of Marketing & Events, Director of Soccer Operations, and the Director of Competitions with programming needs and outreach programs within the jurisdiction of Eastern Pennsylvania.
- Coordinate tournament operations and assist in handling membership questions, game management and scheduling, billing, returns, receipts, sales, expenditures and maintain stock of all supplies and collateral materials (signage, tents, stock items).
- Assist in multiple aspects of the association's social media and digital strategies, not limited to content creation and analysis.
- Assist in graphic design and communication efforts including website management, feature writing, and press release publication as needed.
- Serve as a front-facing office manager and assist with clerical duties.
- Provide research assistance to the staff and membership.
- Assist in the development of outreach programs to areas of need.
- Understand the bylaws, policies, and programs of Eastern Pennsylvania Youth Soccer and provide guidance from member inquiries.
- Other duties as required and assigned by the Chief Executive Officer

Required Qualifications:

Working towards a Bachelor's or Master's degree in a related field; internship is unpaid but will count towards degree course requirements; Willingness to travel and work evenings and weekends; Excellent organization skills and attention to detail; Ability to handle multiple projects; Excellent written and oral communication skills; Ability to work independently as well as within a team; self-starter; Ability to lift and transport packages and materials of approximately 25 lbs; Knowledge of Microsoft Office, and general computing skills

The position will report to the Director of Marketing and Events and work from the headquarters of Eastern Pennsylvania Youth Soccer in Plymouth Meeting, PA. Review of applications will begin immediately and continue until the position is filled. Please send resume and names of three references to Krissy Woods at kwoods@epysa.org

About Eastern Pennsylvania Youth Soccer:

Since 1972, Eastern Pennsylvania Youth Soccer has worked throughout Eastern Pennsylvania's 36 counties to promote foster and perpetuate the game of soccer to the region's youth. Through competitions, educational programs, workshops and coaching clinics, Eastern Pennsylvania Youth Soccer impacts the lives of more than 130,000 youth soccer players from ages five to 19. Eastern Pennsylvania Youth Soccer is a national state association member of US Soccer and a member of US Youth Soccer. Additional information is available at <http://www.EPYSA.org>.