

# Competitive Programs Specialist | Florida Youth Soccer Association

Florida Youth Soccer Association is conducting a search for the full-time position of Competitive Programs Specialist. The full-time associate will be responsible for FYSA competitive events to include State Championships, the FYSA State Premier League, USYS Region III Premier Leagues, USYS National League and USYS National Championship Series. The position will report to the Executive Director, will work closely with the FYSA VP of Competition, and will be located at the FYSA Headquarters in Auburndale, FL.

## Duties and Responsibilities

- FYSA State League — Plan, implement, and manage the FYSA sponsored competitive soccer league to include scheduling, reporting updates, rules compliance, and coordinating logistics of competition.
- National Championships — Liaison with governing organizations — FYSA, USYS Region III, the USYS National Championship Series
- President's Cup — Liaison with governing organizations — FYSA, USYS Region III, USYS National Presidents Cup
- Communicate effectively with FYSA VP of Competition, Regional VPs, affiliates
- Provide administrative assistance of FYSA sponsored Tournaments, in-state USYS events

## **Requirements:**

- Excellent communication and organizational skills
- Ability to work independently as well as in a team environment
- Experience in sports management and scheduling software/tools
- Computer skills in Microsoft Office to include Word, Excel, PowerPoint, with a level of Internet and email proficiencies.
- Willing to work some overtime, holidays, and weekends
- Travel to Regional and National events may be required
- Associates Degree and/or Bachelor's Degree preferred
- Bilingual a plus
- Background check required

Salary and benefits package commensurate with experience and qualifications. To apply, please send your resume and cover letter to Dale Burke, Executive Director, at [dburke@fysa.com](mailto:dburke@fysa.com). No phone calls, please. Application deadline: March 15, 2013