



**FLORIDA
YOUTH
SOCCER
ASSOCIATION**

A: 2828 Lake Myrtle Park
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SPORT MANAGEMENT INTERN

Reports to: Director of Operations

Location: Auburndale, FL (Hybrid)

Employment Classification: Temporary

Internship Summary:

The FYSA Sports Management Internship will assist the FYSA staff with the planning and execution of FYSA initiatives, events and activities such as the Olympic Development Program, Youth Soccer Summit, Annual General Meeting, and State Cups, as well as provide administrative support for phone inquiries, marketing, outreach programs (Florida ODP, Recreation, TOPSoccer, Club/Competitive) and on-site event member service support.

Key Responsibilities:

- Provide research, development and implementation support for FYSA events/activities.
- Assist with promotional activities and event management for special events.
- Assist with organizing events and provide administrative /operational support at FYSA programs.
- Promote the FYSA initiatives and activities through social media outlets.
- Provide support with sponsorship activation at FYSA events by coordinating with volunteers, prep calls and implementing future events.
- Assist set-up and break down at events including field support and coordinating needs between FYSA staff, teams, managers and coaches.
- Help organize membership benefit events.
- Attend and actively participate in staff meetings, meetings for specific events and webinars.

Minimum Job Requirements:

- Education: Minimum High School Diploma or GED Equivalent
- Degree Program: Must be actively enrolled in an Associates, Bachelors, or Masters program.
- Must have the permanent legal right to work in the U.S. without the need for sponsorship.

Qualifications:

- Suggest and develop ideas independently and within a team environment.
- Follow through on the initiatives and deal effectively with internal and external staff.
- Work with desktop publishing programs (Word, Excel, PowerPoint).
- Some events may involve heavy lifting and occasional hours on evenings and weekends.
- Internship hours will be adjusted based on the individual school schedule within office hours.
- Interns are reimbursed for mileage to/from events and assigned tasks.

Applicants are encouraged to email a resume and cover letter to communications@fysa.com.