

JOB DESCRIPTION



Job Title: USL SoccerFest Assistant
Reporting Relationship: Senior Director, Commercial Development
Department: Commercial Development
Location of Job: Tampa, FL (USL Headquarters)

Brief Narrative Overview

United Soccer Leagues (USL), the largest organization of elite-level soccer leagues in North America, is currently seeking qualified candidates for a non-salaried position in its Commercial Development department. The focus of the position is to handle the day-to-day tasks associated with planning and executing USL's largest event, the USL SoccerFest, which includes the USL Super Y-League Finals and the USL AGM.

Essential Duties & Responsibilities

- Coordinate event and site logistics prior to and during the event
- Determine operational procedures and communicate them to the relevant parties
- Assist with the solicitation, placement, and management of event volunteers
- Develop and implement marketing initiatives and promotions surrounding various initiatives
- Collect and organize information from teams

Education, Work Experience, Special Skills/Knowledge Required

Excellent written, verbal communication and organizational skills are required. Experience in MS Word and Excel are necessary. Background in soccer or event management preferred. Fluency in Spanish and/or graphic design experience is a plus.

Other

- This is seasonal paid position. It is *not* a salaried position.
- Some weekends are required as well as full involvement during the event (November 20-25).
- Approximate term of employment: July 1 – December 23

Application

Candidates should email their resume and cover letter to james.ward@uslsoccer.com with "USL SoccerFest Assistant" as the subject line.

ABOUT USL: United Soccer Leagues (USL) is dedicated to growing the sport at the grassroots level in every community across the US and Canada. With 120 senior soccer franchises and 650 youth teams throughout the United States, Canada, and the Caribbean, it is the mission of USL, its franchises, and its member clubs to provide a quality family entertainment experience that is community-centered, accessible, affordable, exciting and educational.

The USL Super Y-League (SYL) is a professionalized system that is the first step for developing youth soccer players in the United States & Canada. Directly affiliated with the United States Soccer Federation, the SYL is designed for talented youth players destined for professional or international careers.

Additional information about USL and its programs is available at www.USLsoccer.com