



Job Description – Georgia Soccer Intern - Tournaments

Title:	Georgia Soccer Intern - Tournaments
Employer:	Georgia State Soccer Association
Dates:	Fall 2022
Application Deadline	Ongoing
Reports to:	Georgia Soccer Staff
Commitment:	In office/remote with min of 10 hrs./week Required to work at least four (4) tournaments
Working Hours:	Flexible
Office Location:	Atlanta Georgia

SUMMARY

The Georgia Soccer Internship will consist of both the operations and business aspect of the sports industry. The Georgia Soccer Intern will assist the Georgia Soccer Staff with the planning and execution of all Georgia Soccer Tournaments and Events, social media posts for various events/campaigns, marketing of events/campaigns, and general day to day operations Georgia Soccer. The Georgia Soccer Intern will assist with field and event site set-up, equipment management, and logistical operations. Interns will receive hands on experience in all aspects of event management, event marketing, and sports management.

SPECIFIC DUTIES

Operations

- Provide inventory control and distribution management for event equipment, supplies, and apparel
- Assist the Georgia Soccer Staff with tournament logistics and operations
- Assist in day to day operations of Georgia Soccer
- Assist in the running and organization of the Olympic Development Program (ODP), Georgia Soccer Gaming Club, and other programs as assigned

Business

- Create pre-order forms for apparel sales
- Create a vendor application for new/current vendors
- Create a proposal to a local non-profit to initiate a partnership
- Assist in vendor and partner relations
- Work with accounts payable and accounts receivable (AR/AP)

Communications:

- Create and execute social media posts for various events and campaigns
- Assist in tournament communication

Other Duties

- Other duties as assigned

Necessary qualifications:

- Must be at least 18 years of age and enrolled at an accredited college or university.
- Knowledge about youth sports and particularly the soccer community in the United States
- Superior oral and written communications skills
- Effective organizational skills for managing multiple tasks
- Ability to lift 50 pounds
- Knowledge about Microsoft Office Suite
- A positive and proactive attitude

About Georgia Soccer

Georgia Soccer is a 501(c)(3) organization and is the authorized state youth and adult association for Georgia within the US Adult Soccer Association, US Youth Soccer Association, and through them is part of the US Soccer Federation