



New Jersey Youth Soccer
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Sports Management Internship

New Jersey Youth Soccer Overview

New Jersey Youth Soccer (NJYS), a 501(c) (3) organization affiliated with US Youth Soccer and the US Soccer Federation, is comprised of more than 100,000 players from 5 to 19-years-old and thousands of coaches and volunteers. Members collectively support the sport of soccer through training, practice, competition and the spirit of good sportsmanship.

NJYS features recreational and travel soccer programs at multiple skill levels:

- NJ Youth Soccer Olympic Development Programs (ODP)
- Tournaments including the National Championship Series
- Coach training with certification programs
- TOPSoccer (a program for players with special needs)

Internship Role Description-NJYS Sports Management Intern

Title:	NJYS-Sports Management Intern
Company:	New Jersey Youth Soccer
Duration:	Fall 2020
Salary:	Unpaid
Application Deadline:	Ongoing
Commitment:	Flexible with minimum of 10 hours/week with availability to work on weekends.
Hours:	Remote and Flexible
Office Location:	East Windsor, NJ (Fall internships will be completed remotely)

Internship Role Summary

The NJYS Sports Management Internship will consist of both the operations and business aspect of the New Jersey Youth Soccer industry. The NJYS-Sports Management Intern will assist the NJYS staff with the planning and execution of NJYS initiatives, events and activities such as the Annual Awards Dinner, Olympic Development Program, State Cups as well as provide administrative support for phone inquiries, marketing, outreach programs (NJ ODP, Recreation, TOPSoccer, Club/Travel) and on-site event customer service support.

Interns will be encouraged to suggest and develop ideas independently and within a team environment, follow through on the initiatives and deal effectively with internal and external staff. Interns will be exposed to and 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 with office hours from 8:30am-4:30pm. Interns are reimbursed for mileage to/from events and assigned tasks.

Specific Duties

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

Important: The Fall 2020 internships are projected to be completed fully remotely. Therefore, the responsibilities would be impacted (e.g. limited to no in-person activities).

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