**Louisiana Soccer Association**

**Job Title: Project Coordinator**

**Location:  Baton Rouge, LA**

Position Overview:

The Louisiana Soccer Association is seeking a qualified individual to provide full-time support within various areas of our organization.  Responsibilities include but not limited to competition management, coaching education support and general club support as needed. The project coordinator will report directly to the Chief Administrator Officer. This position has regular working hours but some weekend and evening hours will be required.

The Louisiana Soccer Association is affiliated with US Youth Soccer, US Adult Soccer and the US Soccer Federation.  LSA serves over 47 clubs and organizations through the state of Louisiana, representing over 34,000 players, coaches and volunteers.

Position Responsibilities:

* Supports administration of all LSA league and programs including, but not limited to Louisiana Classic Soccer League, Coaching Education, LSAP (Academy), TopSoccer and LA Select.
* Responsible for tracking and maintaining records for club pass, field assignments, individual coaching certificates & requirements.
* Assistant Tournament Director for all state events - State Cup, Presidents Cup, Bob Abbott and the Open Cup.
* Assist the Chief Communication Officer on various social media projects.
* Works with the Competitions Manager to ensure the implementation of all LSA policy, procedures and rules during competitive events.
* Fulfills additional tasks as assigned to achieve LSA goals and objectives.

Requirements:

* A college degree from an accredited four-year university or equivalent work experience; a degree in recreational, business administration and/or sports management is preferred.
* A background/interest in soccer or youth sports and prior experience in league/tournament management is preferred.
* Must be organized and possess excellent verbal, phone and written communication skills.
* Must have the ability to organize and execute multiple projects, tasks and responsibilities simultaneously.  Microsoft Office experience is required.
* Applicants must be able to work flexible hours March - May. Some  weekends will be required during this time frame.
* A positive customer service attitude is a must.
* Must be able to lift up to 50 lbs.

Salary Range: $35,000 - $38,000

Applicants must be willing to work on site at the LSA office located in Baton Rouge, LA during regular office hours.  Benefits include full medical, dental and vision insurance and vacation days based upon time of service.

All interested applicants should their email resumes to Kay Briggs at kay@lsa-soccer.org.