

**JOB TITLE:** Office Intern

**REPORTS TO:** Executive Director

**LOCATION:** CAYSA Office (Manor, TX)

**Position Overview:**

Capitol Area Youth Soccer Association (CAYSA) is seeking an Office Intern to assist in daily operations of the office and leagues, as well as support organizing and running events such as Festivals and Tournaments. The Office Intern will report directly to the CAYSA Executive Director. Hours will be variable as the schedule changes depending on where we are in the seasonal year; it will involve primarily work during regular office hours 2-3 days each week with some evening and weekend work required for special meetings and events. Hours can vary from semester to semester based on intern's school schedule. While the hours will vary from 8-28 per week, this position may have a regular monthly stipend, which would be based upon an expectation of 18 hours each week.

**Position Responsibilities:**

- Provide a presence in the office to answer phone calls, emails, and questions from those who visit.
- Assist representatives from member clubs with player & team registration requirements.
- Assist individual registrants with Guest Player registration and credentials.
- Assist with processing and recording of league records, including game reports and penalty points.
- Plan and coordinate Executive Committee and Governing Board Meetings in conjunction with Executive Director.
- Assist (and eventually lead) in planning and execution of special events such as Academy Festivals and tournaments, including CAYSA Championships, as well as hosting District and State level tournaments.
- Work with the CAYSA Executive Director on special projects
- Other tasks as assigned.

**Requirements & Preferences:**

- Completed or pursuing a college degree or equivalent experience. Majors in Sports Management or Business Administration are preferable.
- Must have the ability to organize and execute multiple projects, tasks, and responsibilities simultaneously.
- CMS website and Microsoft Office experience are preferred.
- Prior work experience in customer/member service is preferred.
- Must be organized and possess excellent verbal, phone, and written communication skills.
- Applicants must be able to work flexible hours including weekend events and be willing to travel as needed or directed by the CAYSA Executive Director.
- Prior professional work experience in customer/member service in a small office environment.

Applicants must be willing to work at the CAYSA office in Manor, TX.

Interested applicants should email a resume to [execdir@caysa.org](mailto:execdir@caysa.org).