

**EASTERN PENNSYLVANIA YOUTH SOCCER**  
**Position Description**  
**MARKETING AND EVENTS COORDINATOR**

**Position Summary:**

This position will be responsible for the various aspects of the association's operations, including, but not limited to: marketing and strategic partnerships, event management, administrative assistance to the membership.

**Responsibilities and Duties:**

- Manages partnership marketing programs
- Manages internal marketing of the organization; creation and publication of collateral materials
- Manages external marketing and promotional programs (strategic partnerships, US Youth Soccer etc...)
- Assist in multiple aspects of the association's social media and digital strategies
- Manages special events and projects; including the Annual Meetings and symposiums
- Assists in the development of sales materials and vendor relationships
- Manages inventory of event collateral materials (signage, tents, partner materials)
- Assist in the development and management outreach programs
- Develop database research
- Assist in the compilation of overview reports as required
- Assist in the development and enhancement of the membership registration program
- Assists in the development and management of camp programs
- Assists in the development, scheduling and staffing of clinic program for affiliates
- Provide research assistance to the staff and membership;
- Prepare monthly, quarterly informational and financial reports as required
- Other duties as required and assigned by the Chief Executive Officer

**Required Qualifications:**

- Bachelor's degree in a related field
- Experience in athletics or event management;
- Excellent organization skills and attention to detail
- Experience in managing staff -employee and volunteer
- Ability to handle multiple projects
- Excellent written and oral communication skills
- Ability to work independently as well as within a team; self-starter
- Willingness to travel and work evenings and weekends
- Ability to lift and transport packages and materials of approximately 25 lbs.
- Knowledge of Microsoft Office, and general computing skills

The position will report to the Director of Business Administration and work from the headquarters of Eastern Pennsylvania Youth Soccer in Plymouth Meeting, PA.

Review of applications will begin immediately and continue until the position is filled. Please send resume, a letter of application, and names of three references to Eastern Pennsylvania Youth Soccer, c/o Human Resources, 4070 Butler Pike, Suite 100, Plymouth Meeting, PA 19462 or via email to [info@epysa.org](mailto:info@epysa.org).

**About Eastern Pennsylvania Youth Soccer:** Since 1972, Eastern Pennsylvania Youth Soccer has worked throughout Eastern Pennsylvania's 36 counties to promote foster, and perpetuate the game of soccer to the region's youth. Through competitions, educational programs, workshops and coaching clinics, Eastern Pennsylvania Youth Soccer impacts the lives of more than 130,000 youth soccer players from ages five to 19. Eastern Pennsylvania Youth Soccer is a national state association member of US Soccer and a member of US Youth Soccer. Additional information is available at <http://www.EPYSA.org>.