

## Executive Director, Director of Operations



Company: Portland Youth Soccer Association (PYSA)

Location: Portland, OR

Employment/Contract Work: High work times February–May & August–November

Pay: \$65,000 – \$75,000 DOE

Applications Close: June 1, 2026

### About PYSA

Portland Youth Soccer Association (PYSA) is a non-profit organization that creates opportunities for kids to enjoy soccer in their neighborhoods through recreational leagues and tournaments, coaching education, field development and community outreach.

Visit us at: [www.portlandyouthsoccer.com](http://www.portlandyouthsoccer.com)

### Job Description

PYSA seeks an individual with strong communication, organizational and leadership skills. Individuals must have the ability to work effectively with PYSA staff, board, clubs and partners. The job requires both strategic vision as well as tactical attention to detail.

Here is a summary of the job responsibilities but not limited to:

#### Leadership Responsibilities

- Serve as the chief spokesperson for PYSA and promote PYSA's mission statement and vision
- Build strong relationships and deliver value to PYSA Member Clubs. Maintain close relations with PYSA Club Presidents and their Boards
- Identify, pursue and manage relationships and opportunities with external partners, leagues, clubs and financial contributors
- Develop and implement new programs to provide more fun soccer experiences and outreach opportunities for kids, coaches and families
- Develop plan for outreach and membership expansion program
- Effectively manage both direct and indirect staff
- Work independently and be self-sufficient
- Create and maintain new relationships with vendors, sponsors, and government entities.

#### Operational Responsibilities

- Oversee operation of the PYSA leagues and tournaments; which currently include the Fall and Spring Seasons and the PYSA Fall Cup.
- Strengthen outreach capacity and program participation within PYSA member clubs
- Enforce discipline and sportsmanlike behavior at all times and establish and oversee consequences for breach of such standards.

- Provide the PYSA board with regular reports on any feedback from clubs about conflicts and/ or concerns about teams, fields, refs, spectators and coaches.
- Support the success of our PYSA member clubs. Monitor each club's performance and offer assistance where needed.
- Other duties as assigned by Board of Directors

## **Qualifications**

- Demonstrate initiative and ability to operate with limited direct supervision
- Hands on experience successfully running youth programs
- Experience in developing marketing and communication programs leveraging print, website, email and social media
- Experience developing budgets and financial forecasts
- Demonstrate ability to bring groups together to achieve a common goal
- Familiarity with operating environment of non-profit organizations
- Experience with fundraising, sponsorship development and management
- Experience in playing, coaching or as a volunteer board member in soccer and other recreational sports is preferred.
- Bachelor's degree preferred. Sports management degree and/or experience a plus.

---

## **Applications**

Interested candidates should submit a resume and cover letter to [executivedirector@portlandyouthsoccer.com](mailto:executivedirector@portlandyouthsoccer.com) by the deadline of June 1, 2026.