



Position: Director of Communications and Operations

Organization Description: South Shore Select Soccer is a community-oriented soccer club based in Hingham, MA whose goal is to develop strong, confident and well-rounded young people through the game of soccer. They are making young people the best players they can be, while maintaining their love and passion for the game of soccer. They strive to make each player a better individual off the field by teaching them about a sense of community and social responsibility. They want the players to remember their time on the soccer field as a positive, competitive and heartfelt experience that prepared them for their future endeavors.

Position Summary: South Shore Select Soccer Club seeks a **full-time Director of Communications and Operations** to manage all of the behind-the-scenes logistics of a successful Club operation. Reporting to the Executive Director/President and working closely with the Club Director, the Club Administrator is responsible for the organization and logistics related to Club communications, registrations, events and scheduling for all of the Club's soccer programs.

Principle Responsibilities:

Communications

- Manage all internal Club communications to ensure smooth, effective and efficient sharing of knowledge and information with the staff.
- Serve as the point person and driver for weekly communications with players and families. This will require seeking input and content from program directors and other leaders, as well as writing and then distributing the weekly communication to establish consistency and reliability in the way the Club shares information and resources with its players and families.
- Write and distribute a monthly Club Newsletter to all constituencies.

Management and Operations

- Oversee Team Managers, who are in essential liaison roles for the Club. The Team Manager role is a volunteer role staffed by parents. Each team in the Club has a Team Manager and it is a critical way that we stay connected to the details of each team. In this role, you will manage communications and scheduling for the Team Managers and will lead a monthly Team Manager meeting.
- Directly manage the Club Registrar.
- Verify accuracy of Club bills and invoices so that they can be paid on time.
- Coordinate program and payment structure prior to the tryout period, working closely with the Club Director and Executive Director/President.
- Prep offers for families.
- Manage all aspects of ordering and overseeing players uniforms.

Scheduling and Logistics

- Set up registration links for all Club teams and events, ensuring accuracy and timeliness.
- Coordinate and schedule classroom sessions for the teams and push that schedule out to the coaches.
- Working with the Executive Assistant, coordinate travel and hotels for Club events, such as tournaments and overnight camps.
- Working with other staff, organize and oversee all club events as a project manager such as tryouts (June), annual pool party (July), parent meetings (August), CFC tournament (Columbus Day Weekend – October), Halloween party (October), holiday party (December), golf tournament (May), Cape Cod Memorial Day Event (May), Berkshire Overnight Camp (August).



The Ideal Candidate:

The ideal candidate is an action-oriented professional who thrives in a hands-on work environment. He/she has experience collaborating with a team to manage a growing program. He/she is able to work collaboratively with different constituents to get excited about a common goal. The ideal candidate must be skilled with logistics and planning and be able to manage complex operations, events, and communications while maintaining an open, relationship-focused approach. He/she must have exceptional writing skills with the ability to thrive in a self-driven work environment where critical thinking skills and independent problem-solving occur daily.

Qualifications:

- Exceptional planning and organizational skills with a keen attention to detail.
- Exceptional writing skills.
- Event management experience and skills.
- Relationship-focused management and communication skills.
- Experience with scheduling in a complex environment across multiple constituencies.
- Demonstrated experience with detail-oriented tasks and structures.
- Demonstrated interest in the South Shore Select mission and excitement about sharing it with others.
- Bachelor's degree or equivalent experience required, with a minimum of 8-10 years of full-time work experience.

Compensation: This position is compensated with an annual base salary, plus opportunities to increase total compensation through incentives. This is a full-time position and is eligible for benefits.

To Apply: Please send an email with a thoughtful cover letter explaining your interest in the position and your resume to: jobs@southshoreselectsoccer.com. The subject of your email should include "Director of Communications and Operations."

South Shore Select is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply. Diversity of opinions, experiences, and backgrounds is a key asset.