



PRO POSITION DESCRIPTION

Job Title: Development Group Administrative Coordinator (Full-time)

Reports to: Director of Strategic Initiatives & Innovation

Role Purpose: Responsible to the Director of Strategic Initiatives & Innovation, the Development Group Administrative Coordinator will have the key task of providing administrative support to the Development Group and Training Tier, related to PRO's primary function of providing officiating services to the professional soccer leagues in North America.

Working contacts: Director of Strategic Initiatives & Innovation, Director of Development Match Officials, Development Group Managers and Coaches, Administrative and IT Support Coordinator, Sports Science staff members, Financial Controller, Manager of Human Resources, other PRO administration staff, PRO Travel Manager, active match officials, United Soccer League, National Women's Soccer League, US Soccer staff, and Major League Soccer Generation Adidas staff.

Key Objectives:

1. **Co-ordinating and providing administrative support for the assigning process for match officials at Development Group level**
2. **Administrating the assessment scheme at Development Group level**
3. **Providing general administrative support for the day-to-day functions and workings of the Development Group**
4. **Performing data and performance analysis and providing associated reports to Development Group management**

Main Responsibilities and Tasks include but are not limited to:

1. **Co-ordinating and providing administrative support for the assigning process for match officials at Development Group level**
 - a. Administering the Development Group Assigning call
 - b. Managing the USL-NWSL Referee and AR Assigning Workbooks
 - Gathering availability of officials for each assigning week
 - Updating which clubs have seen which officials each week
 - Tracking the number of games for MLS and Canadian assignments
 - Tracking 'do not assign' lists
 - Tracking CSA, MLS, USSF, International, and Open Cup games
 - Listing games to be assigned
 - Specifying which games can only see non-BU officials
 - Confirming selected officials can be assigned (is not violating any assigning or registration rules)
 - Entering assignments as they are made on the Development Group Assigning Call
 - c. Communicating with Coaches regarding MLS assignments
 - d. Entering assignments in Game Officials and PROsphere and releasing by PSRA deadline
 - e. Entering assignments in Weekly Assigning Workbook and Season Assigning Workbook and reconciling once the games have been played
 - f. Sending week's assignments to Development Group staff
 - g. Tracking and updating game detail changes from USL Championship, NWSL and USL League One across assigning platforms and workbooks
 - h. Liaising with USL Championship, NWSL, and League One on exhibition/scrimmage games to be assigned

2. **Administrating the assessment scheme at Development Group level**
 - a. Setting up the Running Log
 - b. Updating Ranking Tables
 - c. Administering the KMI Review call
 - d. Entering KMI Review panel decisions
 - e. Managing the Running Log
 - f. Creating the week's assessment templates for assessors
 - g. Sending finalized individual assessment templates to officials
3. **Providing general administrative support for the day-to-day functions and workings of the Development Group**
 - a. Managing the Development Group and Training Tier rosters
 - Maintaining accurate contact information
 - Tracking registrations and fitness tests
 - Managing and facilitating invitations to necessary platforms like Box and PROsphere
 - b. Providing logistical and administrative support for Development Group camps
4. **Performing data and performance analysis and providing associated reports to Development Group management**
 - a. Tracking yellow cards, red cards, and penalty kicks for officials and clubs
 - b. Producing periodic and bespoke performance reports for management as required

Personal Specifications (skills / experience / attributes / qualifications)

Essential:

- B.S. Degree and/or M.S. Degree from an accredited college or university
- Must have at minimum 3+ years of direct experience in administrative and/or supportive role
- Must be proficient in Excel and IT database platforms; Must have excellent computer skills
- Must have excellent attention to detail
- Must be a good team player, but also able to work efficiently and effectively when unsupervised
- Must be able to work to flexible hours; some travel domestically
- Must be an effective communicator, both verbally and in writing
- Must be organized

Desirable:

- Knowledge and understanding of the game of soccer
- Prior experience working directly with sports officials

Compensation: \$60,000 (\$2,500 semi-monthly)

Location: Remote / Telecommuting Acceptable

INTERESTED INDIVIDUALS

Submit current resume to: recruitment@proreferees.com

Note: Only applicants of interest may be contacted

Please no agencies.

The Professional Referee Organization ("PRO") provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.