



2024 Fall Operations Intern

Job Description

Role Purpose

The Professional Referee Organization (PRO) is responsible for managing referee programs for the professional soccer leagues in the United States and Canada. Its mission is to provide world class match officials for all professional soccer in North America.

The Internship in the Operations department provides the individual the opportunity to be responsible for supporting PRO departments in operational and administrative processes. The candidate will work primarily with those who support the officials and technical teams for the MLS, NWSL, Super League, USL Championship, USL League One, and MLS NEXT Pro.

This position is unpaid, but is eligible for college credit.

Fall intern period will go from mid/late-August to mid-December. Exact dates will be determined by the need of the accepted intern.

Main Responsibilities and Tasks include but are not limited to:

- Process and reconcile officials' requests who do not self-pay hotel stays.
- Check leagues schedules weekly for accuracy.
- Wrap up leagues weekly.
- Assist leagues operations with data.
- Assist leagues operations with compliance checks.
- Update PRO databases and spreadsheets.
- Providing organizational support with projects, tasks, and objectives as needed.

Essential Personal Specifications (skills / experience / attributes / qualifications):

- Possess strong academic credentials.
- Ability to meet weekly deadlines without oversight.
- Be organized and detail-oriented with a focus on quality and consistency.
- Have access to a computer/laptop with reliable internet service.
- Possess strong communication skills.

Desirable Personal Specifications

- Have basic knowledge of soccer/sports.
- Have an interest in working in sports.

If interested, send brief resume to Shane Kennard (shane.kennard@proreferees.com).

