



**Professional
Referee
Organization**

PENN 2
2 Pennsylvania Plaza, 15th Floor
New York, NY 10121

PRO Intern Job Description

The Professional Referee Organization (PRO) manages referee programs for the professional soccer leagues in the United States and Canada. Our mission is to lead the way in officiating around the world.

The PRO Internship offers students the opportunity to gain hands-on experience supporting PRO's operational and administrative functions. The intern will work primarily with staff supporting officials and technical teams across MLS, NWSL, Gainbridge Super League, USL Championship, USL League One, and MLS NEXT Pro.

Although this position is unpaid it is our hope that this experience provides the intern with hands-on experience and a strong foundation for a career in the sports and/or data analytics industry. Hours are flexible and can be tailored to meet the intern's academic schedule. This position is remote. PRO will work with the intern to complete any necessary paperwork for them to obtain the adequate college credit hours.

We offer flexibility in internship timing, with opportunities available throughout the year. Start and end dates will be determined collaboratively based on the intern's availability and business needs.

Main responsibilities and tasks include but are not limited to:

- Processing hotel folios
- Reviewing and verifying league schedules for accuracy
- Uploading and organizing match reports
- Assisting league operations with data management and compliance checks
- Updating and maintaining PRO databases and spreadsheets
- Conducting research projects as assigned
- Providing organizational and administrative support for ongoing projects and department objectives

Essential Personal Specifications:

- Ability to meet weekly deadlines with minimal supervision
- Strong organizational skills and attention to detail
- Commitment to quality, accuracy, and consistency
- Access to a personal computer or laptop with reliable internet connectivity
- Strong written and verbal communication skills

Desirable Personal Specifications:

- Basic knowledge of soccer and/or sports operations
- Interest in pursuing a career in sports or sports management

If interested, please submit your resume to Drayden Farci (Drayden.Farci@PROReferees.com). Cover letters are optional.