



**PHXRISINGFC.COM | 623.594.9606**

**19593 South 48th Street Chandler, Arizona 85226**

**TITLE: Team Administrator**

**STATUS: Full Time**

**START DATE: July 2022**

**DEPARTMENT: Soccer Operations**

**REPORTS TO: First Team Head Coach and General Manager**

Phoenix Rising Football Club (PRFC) seeks the right individual to serve as our Team Administrator. We are actively pursuing a motivated Team Administrator that has a strong background in working with a professional soccer team.

#### Duties and Responsibilities

- Coordinate all aspects of team road trips
- Assist with player/staff needs
- Submit player contracts and register players with USL and US Soccer
- Coordinate daily meals at team facility
- Assist equipment manager on inventory of team apparel and soccer equipment
- Coordinate facility needs with Manager, Site Operations
- Oversee all communication with technical staff and players regarding training sessions and road trips
- Oversee soccer operations interns
- Other duties as deemed necessary or as directed

#### Desired Qualifications

- Prior experience in a professional soccer
- Flexibility to work long hours, weekends, and holidays as needed
- Excellent written and verbal communication skills
- Experience with budget responsibility
- Proven ability to maintain confidentiality and to work with tact and diplomacy
- Multi-lingual is an asset
- Fast learner and team player with positive attitude

#### Compensation

- Salary commensurate with experience, plus benefits package including Health and Dental Insurance and Vacation/Sick leave.

Please submit resumes to [info@phxrisingfc.com](mailto:info@phxrisingfc.com).

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