

Administration & Marketing Coordinator

Jackson Hole Youth Soccer

Part-Time | Up to 25 hours a week with some seasonal variation

Compensation: \$35/hour

Position Overview

Jackson Hole Youth Soccer is seeking a highly organized, detailed-driven Administration & Marketing Coordinator to support the club's tournaments, programs, communications, and operational needs. This role is central to delivering high-quality player and family experiences, ensuring smooth event execution, and maintaining strong community visibility.

Key Responsibilities



Tournament & Event Operations

- Plan and coordinate tournament logistics for the United Tournament in May, coordinate timelines, vendors, permits and on-site needs
- Provide preparation, publicity, and administrative support leading up to events
- Manage team registration, medical releases, and roster compliance
- Support the Director of Coaching and the Executive Director on all aspects of ensuring the tournament is successful



Marketing & Communications

- Lead marketing efforts across social media, email, and community channels
- Maintain and update the club website with current programs, schedules, and news
- Support brand consistency across all public-facing materials



Operational & Administrative Support

- Order camp shirts, practice jerseys, and seasonal equipment
- Coordinate uniform administration and communication with uniform vendors
- Lead registration for the club and assist families with the soccer platforms.
- Enter teams into the soccer platforms, register teams for competitive leagues and tournaments
- Provide general finance support (tracking, receipts, reporting, reimbursements)
- Administer scholarship applications and communication



Fundraising & Grants

- Support fundraising initiatives and donor communications
- Support the Executive Director with the maintaining and utilizing the CRM - Little Green Light
- Assist with grant preparation, documentation, and submission tasks

Ideal Candidate

- Strong organizational and project-management skills
- Strong computer skills able to quickly learn Playmetrics, Got Sport and other club technology platforms.
- Comfortable juggling multiple deadlines and responsibilities
- Clear communicator with attention to detail
- Strong client focus to our families, youth, and partners
- Interest in or experience with youth sports, events, or marketing is a plus
- Tech-savvy and able to update websites and digital platforms