



Elite Clubs National League Commissioner

The Elite Clubs National League Commissioner will report directly to the Board of Directors of the Elite Clubs National League (ECNL). The League Commissioner will provide administrative leadership, perform day-to-day operational tasks, and perform additional duties as assigned by the Board of Directors. The administrative management of the ECNL will be consistent with the mission statement and philosophy set forth by the Board of Directors, as well as all rules, regulations and policies of the ECNL.

Responsibilities:

1. Conduct and provide day-to-day ECNL administrative operations leadership and management
 - Maintain ECNL database of all clubs and teams and other contacts
 - Manage ECNL documents and contracts as directed by Board of Directors
 - Send and collect all required ECNL forms from member clubs and organizing bodies
 - Act as liaison between member clubs and the ECNL regarding rules, processes and procedures
 - Manage all ECNL apparel and equipment inventory, procurement and distribution
 - Act as liaison between US Club Soccer and ECNL on player/team registration
 - Act as point of contact and oversee referee assignments for ECNL regional game scheduling
 - Other duties as assigned by the Board of Directors
2. Direct, coordinate and oversee administration for all Elite Clubs National League events
 - Act as lead administrator/liasion for all ECNL events
 - Direct onsite logistics and administration at events
 - Oversee team registration/check-in at all events in conjunction with US Club Soccer
 - Manage procurement and delivery of awards
3. Manage Elite Clubs National League website
 - Regularly update news items on ECNL website
 - Manage league online schedule and rosters
 - Update scores and standings
 - Oversee development and enhancement of website improvements
 - Act as liaison between ECNL and website provider
 - Coordinate with league Scouting Director on website scouting issues
4. Develop and/or execute communication to board members, clubs, teams and other outside entities
 - Management of ECNL annual calendar and deadlines
 - Develop documents/forms required for efficient administration of the ECNL
 - Develop regular press releases regarding league news
 - Develop and send bi-monthly ECNL Member Updates to member clubs as directed by Board of Directors
 - Coordinate Board of Directors meetings and conference calls

Qualifications:

1. Must possess a Bachelor's Degree from an accredited four-year institution
2. Must be able to manage and lead volunteers in a national league/event environment
3. Must have highly refined abilities in time management, organization, and administration
4. Must have a working knowledge of computer systems such as: Microsoft Access, Excel, Word, and Publisher
5. Must have excellent oral and written communication skills
6. Should have both experience and a working knowledge of elite girls youth soccer

Compensation:

1. Salary commensurate with experience
2. Full medical benefits; 401k

If interested in the Elite Clubs National League Commissioner position, please send a cover letter and resume to ECNL Board of Directors Member Jay Howell at jay@birminghamunited.com. Resumes will be accepted until the position is filled, but those received before October 1 will receive preferential consideration.