



**JOB TITLE:** Business Operations Management Intern  
**TYPE OF POSITION:** Internship  
**REPORTS TO:** CEO & President  
**LOCATION:** Hawaii (virtual & and on-site workplace)  
**APPLICATIONS DEADLINE:** May 31, 2021  
**START DATE:** June 1, 2021 (depending on student availability)  
**INTERNSHIP DURATION:** 2.5 MONTHS (End August 15, 2021)

#### **OBJECTIVE:**

The objective of the Business Operations intern is to contribute to the general support and game day operations of the Oahu League of Hawaii Youth Soccer.

#### **ROLES & RESPONSIBILITIES:**

- General administrative support for the Business Operations Team.
- Assist in the set-up of the Fall Outdoor and Fall Futsal Seasons for competitive soccer clubs.
- Update League Management Timelines.
- Survey and report on membership satisfaction, volunteer satisfaction, while providing ideas to improve the league offerings.
- Assist in volunteer/parent engagement efforts.
- Assist with management of Budget.
- Attend Oahu League weekend matchdays.
- Assist with Sponsorship and Partnership activities.
- Other tasks upon request

#### **LEARNING OUTCOMES**

Selected candidates will develop essential skills and gain valuable experience within a team environment at a not-for-profit sports organization. These skills will assist the candidate in preparing them for life outside of the academic environment.

- Key Stakeholder Engagement (Parents, Volunteers, Players)
- Budget Management
- Program Creation

#### **KEY ATTRIBUTES**

- In pursuit of Post-secondary degree or diploma in related field (Business Administration, Sports Management/Administration, or other related programs).
- Effective communication skills – written and spoken English.

## **OAHU LEAGUE**

Of Hawaii Youth Soccer Association  
*Kūhanauna (A Soccer Generation on the Rise)*

Phone: 808.352.0631  
Address: PO Box 1924 Aiea, HI 96701  
Email: [info@oahuleague.com](mailto:info@oahuleague.com)  
Website: [OahuLeague.com](http://OahuLeague.com)



- Detail oriented
- Creative thinker
- Strong Team Player
- Initiative and ability to manage multiple projects and meet deadlines.
- Love of sport

**COMPENSATION:** These positions are volunteer positions and are available for School Credit only. Applicants not in school may still apply to gain experience.

**HOW TO APPLY:** Please send a Cover Letter and Resume to Christopher Keem at [ceo@oahuleague.com](mailto:ceo@oahuleague.com) - citing the position title in the subject line. No telephone calls please. We thank all applicants for their interest; however, those selected for an interview will be contacted.

#### **HOURS**

Typically, 10am-6pm three days per week depending upon college/university program requirements. Weekends or evenings will be required (one of two days per weekend minimum through the end of June)

#### **ABOUT OAHU LEAGUE OF THE HAWAII YOUTH SOCCER ASSOCIATION**

With over 4,200 players registered annually, Oahu League is dedicated to the development of well-balanced, successful players at the competitive levels. The Oahu League values Inclusiveness, Intentional Skill Development of players, coaches, administration, match officials and volunteers, Family-Balance, and Life-Long Enjoyment of Sport.

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