



Player Programs Coordinator

Job Description • National Office, Cornelius, NC

CONTRACT	Full Time Position	LOCATION
SALARY RANGE	\$48,000–\$55,000	Cornelius, NC
BENEFITS	Employer-contributed health insurance (medical, dental, vision), Phone Stipend	

ABOUT THE GIRLS ACADEMY

The Girls Academy is the leading youth development platform for the best female soccer players in the United States. We are the only national youth soccer platform that represents the collective vision of member clubs and actively engages the voice of the players to take real ownership of the league. We embrace the desire of club members and players to maintain an unrivaled standard of excellence in coaching, competition, and regional and national showcase events throughout the year.

The Girls Academy is committed to cultivating an environment that empowers each player to reach their best potential as an exceptional athlete and human being by celebrating the player's journey with a lifelong love of the game through competition, showcases, and camaraderie.

The Girls Academy is an equal opportunity employer committed to building a diverse and inclusive team that reflects the communities we serve.

SUMMARY

The Player Programs Coordinator plays a central role in shaping the development experience for the next generation of elite female soccer players. This role owns the day-to-day management of the Girls Academy's U11 & U12 Inspire program as well as emerging player programming initiatives and Talent ID programming logistics.

This role works closely with the Sporting team, reporting directly to the Sporting Director, to support the delivery of high-quality player development experiences across the league. The position requires strong organizational ability, communication skills, and the capacity to manage multiple programs simultaneously while maintaining alignment with league standards and strategic priorities. This is a program-facing role, with direct responsibility for implementation and delivery.

RESPONSIBILITIES

U11–U12 Inspire Platform Management

- Serve as the primary point of contact for all U11/U12 league communication with clubs and conference leadership
- Coordinate scheduling support in collaboration with league competition staff
- Manage player and team registration processes in alignment with league systems
- Plan and execute U11/U12 competitions, including events
- Ensure consistent standards and communication across all participating conferences
- Track participation, feedback, and program growth metrics

Talent ID Program Execution

- Coordinate all logistics related to Talent ID programs
- Manage communication with club directors, coaches, players, and families
- Support player identification processes and selection meeting logistics
- Assist with roster tracking, player data management, and reporting
- Coordinate with college coaches on event attendance, communication, and scheduling
- Lead on-site execution of Talent ID events, including check-in, apparel distribution, and program flow

Program Coordination & Administration

- Support the delivery of player-focused performance programming at Girls Academy events (e.g., ID clinics, goalkeeper sessions, educational initiatives)
- Coordinate scheduling and communication for supplemental programming opportunities
- Assist in tracking key program metrics
- Coordinate internal timelines, deliverables, and communications across multiple stakeholders

REQUIRED QUALIFICATIONS

Education

- Bachelor's Degree required in relevant field
- Master's Degree preferred

Required Position Qualifications

- Understands the youth soccer landscape and league platforms
- Ability to manage multiple priorities
- Effective interpersonal and communication skills (verbal and written)
- Ability to collaborate with multiple stakeholders and soccer community members
- Demonstrated ability to work independently and maintain confidentiality
- Ability to work with diverse populations, as part of a team, and collaborate with others
- Familiarity with youth soccer eligibility rules, player data privacy practices, and league compliance requirements
- Self-directed, motivated, and demonstration of strong initiative
- 3+ years' experience working in the soccer industry

Other

- May require overnight travel to GA Events and Showcases
- Irregular hours, including weekends and evenings, are required on a regular basis
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- Microsoft Office Suite
- Deep understanding of web-based applications that are industry standard
- Proficiency with virtual collaboration and video conferencing platforms
- Data analysis
- Advanced Excel skills
- Analytical and problem-solving ability

HOW TO APPLY

Interested candidates should submit a cover letter and resume via the Application Form: [CLICK HERE TO APPLY](#)