



***Northern Illinois Soccer League***

545 S. Consumers Ave  
Palatine IL 60074

## **JOB DESCRIPTION**

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| <b>Job Title</b>              | Manager of Soccer Operations           |
| <b>Reporting Relationship</b> | VP of Strategic Growth and Development |
| <b>Department</b>             | NISL                                   |
| <b>Normal Work Hours</b>      | Varies                                 |
| <b>Location of Job</b>        | NISL Offices / Remote / On-site        |

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### **The Opportunity:**

The Northern Illinois Soccer League (NISL) is a leading youth soccer league in the Midwest and the longest-running league in Illinois. We provide high-quality, professionalized competition that aligns with technical standards for player and coach development.

Our mission is to create a fun, safe, and supportive environment where young athletes can develop their skills, knowledge, and love for the game. NISL is committed to fostering an inclusive, competitive soccer experience that promotes sportsmanship and fair play.

We are looking for motivated, passionate, and skilled individuals who thrive in a collaborative environment and are eager to contribute to the success of our league.

NISL offers a dynamic work environment, an inclusive culture, opportunities for professional growth, and a competitive compensation package.

### **Position Overview**

The Manager of Soccer Operations reports to the Vice President of Strategic Growth & Development and is responsible for the daily operational support of NISL leagues. Serving as the primary point of contact for teams and clubs, this role manages key functions including registration, roster administration, discipline, scheduling, and competition logistics.

The position will work during traditional business hours, but will be required to attend events on evenings and weekends, as requested.

### **Primary Duties**

- Create season schedules (including seeding and divisions)
- Coordinate and manage game scheduling and rescheduling processes
- Oversee player and coach registration processes
- Lead league discipline reviews
- Administer day-to-day league operations, including score reporting, league discipline, form management, and system use (e.g., GotSport)
- Full understanding and proficiency in GotSport
- Manage the NISL email inbox and provide timely responses to club inquiries
- Lead the planning and execution of NISL events
- Assist in NISL Talent ID, Coaching Ed, and technical development opportunities

**Minimum Qualifications (Education/Experience)**

- 3+ years working in soccer operations or administration
- Knowledge of the sport and the landscape in the marketplace
- Experience playing, coaching or involvement with a club
- Fast learner, who will take initiative
- Confident in learning new technologies and league operations platforms
- Comfortable interacting with clubs and serving as the NISL main point of contact
- Excellent verbal and written communication skills
- Efficient organizational and planning skills
- Well-organized time management skills
- Full-Time Position (40 hours / week)
- Weekend and holiday work required, as needed

**An ideal candidate will possess the following attributes:**

- Desire to be part of a team
- Confident Leader
- Strong work ethic
- Fluent in Spanish
- Possess a growth mindset, is open minded and seeks challenges
- Pursue development and learning
- Communicate in a direct, open and honest manner
- Accountable for actions/decisions and does not make excuses
- Request feedback and is open to criticism
- Practice self-assessment and self-reflection
- Believe and commit to the NISL's culture and organizational goals
- Passion for soccer

Application Process: Submit resume, cover letter, and application form to:

Matt Reiswerg  
NISL – VP of Strategy & Growth  
matt@chicagosoccer.com