

FC Tulsa Work Experience Program

Job Title: Soccer Administration Intern

Position Type: Internship - For College Credit Hours Only

Semester or Year-Long

Location: On-Site

Overview of FC Tulsa (FCT)

FC Tulsa, a professional soccer club competing in the USL Championship, is seeking a highly motivated and detail-oriented intern to join our Soccer Administration department. This internship offers immersive, hands-on experience supporting the daily operations of a professional soccer team. You will gain insight into team administration, logistics, and matchday operations, providing you with a strong foundation for a future career in professional sports.

Duties & Responsibilities

- **Daily Operations:**
 - Assist with daily roster communications and technical staff updates.
 - Support travel planning, including booking and preparing hotel, meal, and transportation itineraries.
 - Prepare and distribute weekly training schedules, home match timelines, and away match itineraries
- **Meal & Equipment Coordination:**
 - Coordinate meal pickups and post-training meal setup for players and technical staff.
 - Assist Equipment Manager with locker room setup, equipment preparation, and inventory as needed.
- **Matchday Operations:**
 - Help with locker room and referee room setup, signage, and matchday credential distribution.
 - Support walkout protocol, ball kids, and player ambassador coordination.
 - Assist with post-match duties including cleanup, media coordination, and autograph sessions.
- **Administrative Support:**
 - Maintain records and assist with communications between operations, partnerships, and technical staff.

- Perform additional projects and assignments as directed by Soccer Operations staff.

Qualifications

- Excellent organizational skills and attention to detail with a focus on quality and consistency.
- Proficiency in Microsoft Office and Google Workspace (Sheets, Docs, Slides).
- Strong communication and interpersonal skills.
- Ability to multi-task and adapt in a fast-paced, team-oriented environment.
- Reliable mode of transportation and a valid driver's license are preferred.
- Availability to work flexible hours, including some evenings, weekends, and all home matchdays.
- Positive attitude and strong work ethic are a must. Must have a "team-first" mentality with an eagerness to learn.
- Ability to work under deadlines and complete tasks in a timely and efficient manner.
- Knowledge of sports/soccer is preferred, but not required.
- Ability to lift and carry up to 50 lbs independently.
- Willingness to stand, walk, and work outdoors for extended periods, including in varying weather.

What You'll Gain

- Practical, hands-on experience in professional team operations.
- Insight into the inner workings of a USL Championship club.
- Mentorship and networking opportunities with club staff and league contacts.
- A meaningful role in helping deliver a first-class player and staff experience.

Educational Requirements

- Currently pursuing a bachelor's degree or higher in Sport Management, Business, Communications, or related field.
- Must receive academic credit through your college or university for participation.

We are an equal opportunity employer and all qualified applicants will receive consideration for the internship without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic prohibited by law.