

Administrative Coordinator – Job Posting

About the role

Matchday Operations Group (MOG) is hiring a part-time Administrative Coordinator to keep our assigning, payments, and reporting running smoothly behind the scenes. You will be the organized center of a small, growing team that assigns referees for the New Hampshire Soccer League and other competitions across New England.

MOG is a New Hampshire LLC founded by experienced referees, assignors, and referee mentors. Our motto is *Empowering Officials. Elevating Every Match*. We are not a transactional assigning group: we invest in referee development, communicate clearly, and keep every assignment transparent to the leagues we serve.

- **Reports to:** Shawn Coventry, Director of Assigning Operations
- **Location:** Remote / hybrid, New Hampshire based; occasional in-person presence at matches and events (e.g., NHSL Playoffs at the NHSA Complex in Pembroke)
- **Schedule:** Part-time independent contractor (1099), roughly 10–20 hours per week, heavier during the Fall and Spring seasons
- **Start date:** As soon as possible

What you'll do

Scheduling and platform support

- Import league schedule files (Excel/CSV) into Ref Insight and check them for errors before assigning begins
- Process schedule, field, and time changes and cancellations in the platform, typically within 2 hours of notice
- Maintain referee profiles, availability, certifications, and conflict-of-interest records
- Track unconfirmed assignments and declines, and flag open slots to the assigning team

Referee and club communication

- Monitor the shared inbox and route referee, club, and league questions to the right person
- Send onboarding packets and platform how-to guides to new referees
- Help keep website resources, FAQs, and event listings current

Payments and billing

- Verify post-match workflows and completed match reports before payments are released
- Prepare monthly invoices to leagues (assigning fees, match change fees, travel incentives)
- Track W-9 collection and payment records through Ref Insight Pay

Reporting and records

- Compile the weekly Game Completion Report and the monthly summary dashboard (due by the 5th of each month)

- Log incident report timestamps so reports reach the league within 48 hours
- Keep data exports, backups, and documentation organized in cloud storage

Programs and events

- Coordinate logistics for referee clinics, the Fall Jamboree development day, and mentorship pairings
- Support recruitment campaigns and referral program tracking with our Director of Marketing and Recruitment

What we're looking for

Required

- 1+ year of administrative, office, scheduling, or operations experience (volunteer league or club work counts)
- Strong skills in Excel or Google Sheets: sorting, filtering, cleaning data, and basic formulas
- Clear, professional written communication and quick, reliable email response
- High attention to detail with schedules, numbers, and deadlines
- Comfort learning new software platforms
- Discretion with confidential information, including referee personal and payment data
- Availability for some evening and weekend hours during the season

Nice to have

- Familiarity with youth or amateur soccer, refereeing, or league administration
- Experience with Ref Insight, GameOfficials, Arbiter, or similar assigning platforms
- Bookkeeping, invoicing, or accounts payable experience
- A current U.S. Soccer referee license, or interest in the officiating community
- Experience with Canva, website builders, or social media

Compensation and perks

- **Pay:** \$15–\$25 per hour, based on experience
- Flexible, mostly remote schedule
- Mileage reimbursement for approved event travel at the current IRS rate
- A front-row seat in a growing New England soccer operations company, with room to grow into assigning or program roles

This is an independent contractor (1099) position. Contractors are responsible for their own taxes, and benefits such as health insurance are not provided.

How to apply

Email your resume and a short note on why this role fits you to **operations@matchday-og.com** with the subject line "Administrative Coordinator – [Your Name]." Applications are reviewed on a rolling basis.

Learn more about us at matchday-og.com.

Matchday Operations Group is an equal opportunity employer. We welcome applicants of all backgrounds and are committed to building a diverse, inclusive team and referee community.