

League Compliance Officer – GA Aspire

Contract: Part-Time

Location: Nationwide (Remote)

Compensation: Competitive, based on experience

ABOUT THE ROLE

The **League Compliance Officer** is a key role within the GA Aspire platform, responsible for ensuring that all participating clubs and coaches operate within the frameworks and standards established by the league. This position will monitor and manage **compliance matters**, respond to **member feedback and formal complaints**, and work closely with **league leadership** to assess and take action when standards are not being met.

The Compliance Officer will serve as the **primary point of contact for compliance issues**, engaging directly with club administrators, technical staff, and coaches. This role plays a vital part in upholding the integrity of the Aspire platform and ensuring consistent accountability across all conferences.

KEY RESPONSIBILITIES

- Ensure **club and coach compliance** with the GA Aspire frameworks and operational standards.
 - Act as the **main point of contact** for all club and coach-related feedback, concerns, and complaints regarding league standards.
 - Receive, review, and track **compliance issues and formal complaints**, maintaining detailed records and communication logs.
 - Collaborate with the League Manager and Aspire leadership to assess issues and determine the appropriate level of response.
 - **Activate and submit compliance tickets** to the Girls Academy compliance team when action or review is required.
 - Provide ongoing support and education to clubs on maintaining compliance and understanding league expectations.
 - Participate in internal compliance reviews and reporting processes to ensure consistency across the platform.
 - Help identify patterns of non-compliance and recommend strategies for resolution or prevention.
 - Support seasonal reviews of club performance relative to compliance metrics.
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REQUIRED SKILLS & SYSTEMS PROFICIENCY

- Strong working knowledge of **youth soccer operations**, club structures, and coach expectations

- Excellent communication and documentation skills
 - Experience managing and resolving **member complaints** or standards-based violations
 - Comfortable with conflict resolution, impartial judgment, and delivering constructive feedback
 - Familiarity with the **GA compliance process** and Aspire league structure is preferred
 - Proficiency with **HubSpot CRM, Slack, Asana, and Google Workspace** is required
 - Ability to manage sensitive information with **confidentiality and professionalism**
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PREFERRED QUALIFICATIONS

- Experience in league administration, club leadership, or compliance roles within youth sports
 - Strong organizational and time-management skills
 - Calm, composed, and solutions-focused when handling escalated issues
 - Ability to collaborate remotely with multiple stakeholders in a fast-paced environment
 - Understanding of league standards, operational policies, and competitive frameworks
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