

JOB POSTING

Coordinator, Events

Position Title: Coordinator, Events
Position Term: Contract for Term July to December 31, 2017
Location: Vaughan, Ontario
Reports To: Senior Manager, Events

Background:

Do you want to gain invaluable work experience in the world of amateur sport? Have you ever wanted to help grow the game of soccer in Ontario?

Ontario Soccer is actively searching for talented and ambitious individuals who are passionate about the field of sport management and want to apply their knowledge at Canada's largest provincial sport organization.

Founded in 1901, Ontario Soccer is comprised of more than 650 Clubs and Private Academies servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 10,000 match officials, as well as countless volunteers, parents and supporters comprising a direct, multi-cultural community of over 1,000,000 Ontarians.

Ontario Soccer develops and delivers exceptional and sustainable programs and services throughout Ontario with the mission of providing leadership and support for the advancement of soccer in collaboration and cooperation with our membership, partners and other stakeholders. Ontario Soccer also operates League1 Ontario, a provincial professional - amateur men's and women's league, as well as the Ontario Player Development League (OPDL).

An overall goal of Ontario Soccer is to assist with the development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage community involvement at all levels.

Position Summary:

Ontario Soccer is inviting applications for the contract for term position of Coordinator, Events.

Reporting to the Senior Manager, Events, this contract for term position within the Events Department will primarily support the Ontario Player Development League (OPDL) in the areas of game day



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operations, communication and data management. In addition, this role will assist the Events Department in the planning, and preparation of events within Ontario Soccer during the contract term.

Principal Accountabilities:

- Planning and preparation for OPDL competitions and Ontario Soccer events.
- Coordination and execution of OPDL game day operations at OPDL venues
- Data entry and management of data in department databases
- Promotion and communication of OPDL and events
- Assisting in the implementation of discipline and compliance within the program
- Build and maintain relationships with stakeholders both internal and external
- Liaising with OPDL Staff on matters relating to OPDL Management
- Additional duties as required

Key Duties:

- Updating and maintaining OPDL League Management website. Specifically relating to game day operations and ensuring that “theOPDL.com” website is up to date including; game day staff, venue details, uniform colors, game results, discipline, and all other pertinent details as required.
- Preparing Reports for circulation to OPDL Staff on a weekly basis
- Ordering, distributing, tracking and maintaining OPDL equipment
- Liaising with OPDL Staff on matters relating to game day operations
- Filing and maintaining game sheets and reports
- Reviewing game reports and recording issues
- Assisting in the implementation with administration of league discipline and compliance
- Field/Venue Manager on OPDL game days. Responsibilities include
 - Oversee and direct onsite event management. Highest point of OPDL authority at game venue
 - Oversee OPDL Venue Coordinators
 - Main point of contact in case of emergency
 - Management of any on-site complaints (not game related)
- Assist with other Ontario Soccer competitions and events such as: Ontario Cup, Ontario Indoor Cup, Ontario Futsal Cup, Soccer Summit, and any other events as required.
- Additional duties within the Events Department as required.



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Requirements:

- Effective verbal and written communication skills and computer skills
- Advanced knowledge of MS Office, particularly Excel and Power Point
- Highly organized with great attention to details
- Work under pressure handling multiple priorities and be well organized to meet deadlines
- Interest in working with and supporting volunteers
- Ability to work flexible hours, including weekends and off business hours

Assets:

- Self-starter and able to work harmoniously with colleagues
- Work with great initiative and energy
- Strong understanding of soccer structure in the Province of Ontario
- Experience with OPDL is an asset

Note: This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. The incumbent may be asked to perform other duties which may be assigned from time to time.

Please submit your cover letter and resume (with Coordinator, Events as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Thursday, July 27, 2017 at 5:00 pm

We thank all applicants for their interest but only those selected for an interview will be contacted.



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