



Niagara Falls Soccer Club Inc.

Administrative Assistant Position

Job Summary:

Provides a variety of administration functions for the Niagara Falls Soccer Club Inc. which is a not-for-profit Club which has been in operation for over 60 years within the Niagara Falls community. This role will support the Lead Administrator in the day-to-day customer service needs, answer inquiries and provide proper information and direction to our members for appropriate Club programming that is available to them.

Reports to:

President, or Vice President, of the Niagara Falls Soccer Club Inc., working under the Lead Administrator/Business Manager.

Purpose:

- To assist Admin Lead in handling office related matters such as: Registration, Facility improvement, Sponsorship and Promotion of the club as whole.
- To ensure the Club Operates administratively in a Professional atmosphere.

Key Duties and Responsibilities:

- Addressing the emails, phone, and voicemail inquiries in courteous and timely fashion.
- Performs basic administrative, clerical, and data entry duties.
- Creating Registration forms online and for in office registration.
- Tending to registrations for all programs, uploading and troubleshooting on Sports Engine site
- Marketing programs and upcoming events via website and social media.
- Up keeping of Website and Social Media pages
- Attends registration sessions and meetings as required to support the community soccer program.
- Tends to the day-to-day HL & NSL Teams Operations of the Club.
- Assisting in managing all aspects of team formation, coach requirements and team management.
- Obtaining and recruiting new volunteers to assist on a yearly basis
- Assisting and organizing Uniform orders for the House League, Competitive/Development programs.
- Assist Club coaches and be aid in coaching correspondence.
- To ensure all Club Coaches have the proper credentials required to be a Coach/Manager.
- To ensure that all Coaches adhere to Club policies and procedures.
- Submitting applications to Host, marketing, and organize most aspects of NFSC Tournaments and Friendlies
- Knowledge/participation in the League's soccer program would be an asset but not a requirement
- Previous sports program management and recreation program scheduling experience would be an asset.



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Job Skills and Abilities:

- Demonstrates ability to complete duties within the indicated timelines / Deadlines.
- Demonstrates time-management skills with the ability to multitask.
- Demonstrates effective communication and problem-solving skills.
- Demonstrates ability to work collaboratively as part of a team.
- Good oral and written communication skills.
- Strong computer skills.
- Attention to detail is asset.

Additional Information:

- Work hours are flexible as long as tasks are completed within the required timelines.
- Approximate hours range from 20-35 hours/week. May vary during seasons.
- Police Information Check is required.

Other Duties: Special Events in Community, etc.

Serious applicants only

Please submit a resume to Christina Stranges at nfsoffice@gmail.com, or in person at 3800 Springdale Ave. (located behind St. Paul Catholic High School) during office hours.

Applications for Job posting will close: Friday, July 29th, 2021