



Niagara Falls Soccer Club Inc.

Administrative Assistant

Niagara Falls Soccer Club Inc. (NFSC) is an amazing not-for-profit Soccer Club located in Niagara Falls, that has been in operation for over 60 years within the Niagara Community. We are dedicated to fostering development from the Grassroots up, providing a pathway for young athletes to excel in Soccer. In 2020, NFSC acquired the Canadian National Youth License and became part of the Ontario Player Development League (OPDL) being the only Club in the area to have this status. As a key player in the Soccer Community, we emphasize player development, sportsmanship, and community engagement.

Position Overview:

We are seeking a dynamic and organized Administrative Assistant/Registrar to join our team and to grow with us. This role involves a variety of administration functions for the Niagara Falls Soccer Club which involves supporting the Lead Administrator in the day-to-day office needs, creating and managing registrations for skill development programs, and act as a registrar for all the District level (Niagara Soccer League – NSL) Grassroots/Competitive (Soccer for Life Stream)/Development Leagues/teams/Coaches from U8 and up. Additionally, the successful candidate will collaborate with Board members to plan, market, and execute Club Tournaments, Festivals and Exhibitions/Friendlies.

Reports to:

President, Vice President, and Lead Administrator of the Niagara Falls Soccer Club Inc., working under the Lead Administrator.

Work Location:

- In Person, Niagara Falls Soccer Club and sometimes off-site

Key Duties and Responsibilities:

- Required to open and/or close the office.
- Address emails, phone, and voicemail inquiries with exceptional customer service and in a timely fashion using a friendly, positive, and professional tone.
- Perform basic administrative, clerical, and data entry duties. Opening and closing duties.
- Registrar duties – to create registration forms online for all Grassroots Development/Competitive/Adult programs, accept payment, when necessary, answer all member questions regarding said registrations.
- Assisting Technical Staff and Grassroots Director in managing all aspects of team formation (ie. Trials), Coach requirements/certifications, and team management (ie. Rostering, Permission to Travel forms, to Host, etc.).
- Obtaining and recruiting new volunteers and volunteer Coaches on a yearly basis.
- To assist and ensure that all Coaches are adhering to Club policies and procedures.
- Assist Club Coaches and aid in Coaching correspondence.
- Assisting and organizing Uniform orders for the Competitive/Development programs.
- Tending to registrations for all programs, uploading, and troubleshooting on Sports Engine site.



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- Marketing programs and upcoming events via website and social media.
- Up keeping of Website and Social Media pages
- Attend registration sessions and meetings as required to support the Community Soccer Program.
- Plan and execute NFSC & NIAGARA FC OPDL Tournaments and Friendlies at various levels ensuring a smooth operation and positive experience for participants.
- Be able to work with Third Party Registration Company for Tournaments and Festivals.
- If needed, to temporarily step in for the Administrative Lead when away.

Job Skills and Abilities:

- Previous experience in administrative roles, preferably in Sports, Youth Development, or Rec and Leisure.
- Knowledge of Soccer development programs, league structures, competitive Sports is an asset.
- Must have excellent interpersonal skills and be comfortable working with people at all levels of the organization.
- Work collaboratively with Board members, co-workers, and technical staff.
- Able to be hands on, go on-field, a strong team player.
- 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.
- Good oral and written communication skills.
- Strong computer skills. Tech savvy an asset.
- Proficient in Microsoft Office (Excel, Word, and Power Point) as well as Google Docs.
- Attention to detail is asset.
- Knowledge/participation in the League's soccer program would be an asset but not a requirement
- Experience in Event planning an asset

Other Duties:

- Assist to organize, set up, and attend special events in Community, fundraisers, Club hosted events, etc.
- Maintain the Clubhouse/entranceways/main office/staff area so that is a welcoming, clean, and professional environment.
- Other duties upon request and as required.

Additional Information:

- Approximate hours range from 25 to 35 hours/week. May vary during seasons.
- Must be on-site for the start of all programs, and on-site for the duration of all Tournament/Festival Events
- Police Information Check is required.
- Respect in the Workplace must be completed upon acceptance.



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NFSC is an equal opportunity employer. We embrace difference and support it to benefit our employees, services, members and community. All aspects of employment are based solely on an individual's merit and qualifications directly related to professional competence. We do not discriminate against any employee or applicant because of race, creed, colour, religion, gender, sexual orientation, gender identity or expression, national origin, disability, age, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.

Serious applicants only

Interested candidates should submit their resume and a cover letter outlining their relevant experience to the **ATTENTION: Christina Stranges** at nfscoffice@gmail.com. Please include "Administrative Assistant Application – [your full name]" in the subject line.

Applications for Job posting will close: Friday, February 2nd, 2024

Join the Niagara Falls Soccer Club in making a positive impact on Youth Soccer Development and Community engagement!!