

JOB POSTING

Coordinator, Administration

Position Title: Coordinator, Administration
Position Term: Full Time
Location: Vaughan, Ontario
Reports To: Sr. Director, Administration

Background:

Founded in 1901, Ontario Soccer is currently comprised of more than 500 Clubs servicing over 24,000 teams with 380,000 registered players, 70,000 coaches and managers, and 6,000 match officials, as well as countless volunteers, parents and supporters encompassing 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 member District Associations, partners and other stakeholders. Ontario Soccer owns and operates the Zanchin Automotive Soccer Centre in Vaughan, Ontario as well operating the Ontario Player Development League (OPDL); the province's premier standards based youth development program, as well as "Team Ontario", Ontario Soccer's provincial Xcel program. Ontario Soccer proudly supports Canada Soccer's National Teams, the Canadian Premier League and Toronto FC.

The overall objective of Ontario Soccer as a hub for Coach, Match Official and Player Development is to be innovators and leaders in sport and to assist with the equitable development of soccer as a healthy lifestyle choice, provide a talented pathway for participants to excel and encourage inclusive community involvement at all levels.

Position Summary:

The role of the Coordinator, Administration reports to the Sr. Director, Administration. This role provides support in the area of Human Resources, which includes Ontario Soccer's Internship Program, Talent recruitment, and stakeholder support through our Help Desk.

Primary Duties and Responsibilities:

- First point of contact for Districts and Clubs general enquiries either -in person, by phone or by email
- Administrative support for the set up and execution of regular meetings for staff and external groups



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- Assess and distribute all incoming general enquiries for the “Ask Helpline” with oversight by the Director, Administration
- Assisting the Administration department with "Help Desk" inquiries.
- Conduct basic searches in CTMS and SportsEngine for insurance injury claims as requested
- Coordinate meeting room bookings and special requirements for meetings as required
- Monitors, orders and maintains supplies/resource materials as required
- Experience with layout and formatting procedures for text, tables, and spreadsheets and mail merging
- Responsible for assisting in the archiving of records in teams

Human Resources

- Responsible for supporting Ontario Soccer’s student intern program
- Responsible for supporting the posting of internal and external positions for Ontario Soccer, Interview set up and interaction with candidates
- Responsible for organizing job files and keeping

Qualifications:

Experience:

- Minimum three (3) years administration experience
- Experience working with volunteers and multiple levels of organization i.e. board members, staff and volunteers
- Experience working in the Sport Industry is an asset
- Experience in Human Resources administration support an asset.

Skills and Competencies:

- Works well in a collaborative and diverse team environment.
- Strong organizational skills, ability to support multiple priorities at one time while meeting established guidelines with minimal support.
- Strong written and verbal communication skills.
- Analytical skills with the ability to collect survey results and provide initial data in excel format.
- Confident, energetic and personable approach to all stakeholders.
- Flexible, reliable and trustworthy.
- Excellent interpersonal skills with the ability to communicate effectively, both orally and in writing.
- Ability to develop solid professional internal and external work relationships with various levels of staff and Ontario Soccer Membership.
- Proficient in all Microsoft Office applications.
- Ability to work in a high traffic area.



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- Ability to work flexible hours, including weekends if required.
- Proven ability to handle confidential information and sensitive situations with discretion and tact.
- Exceptional Problem Solving and Troubleshooting skills.

Education and Professional Designations:

- College Diploma or University degree in Sport Administration or related fields.

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
(using Coordinator Administration as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: April 26, 2024 at 5:00 pm

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



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