



International Football Club

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Position: Club Administrator Assistant

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Job Summary

International Football Club is a York Region Soccer Association member in the City of Vaughan and is accepting applications to fill the role of Club Administrator Assistant. IFC develops a community of players ages U5 to U21 in both recreational and competitive play.

Reporting to the Athletic Director and Club Admin, the successful candidate will bring strong customer service skills, combined with administrative proficiency in order to better serve club membership.

Attention to detail, transparency and serving membership with integrity will be an integral part of this role.

Job Description/Areas of Responsibility

- Acts as support for the Club Admin, providing high quality and timely customer service to all stakeholders (e.g. players, parents, coaches, service providers, districts, leagues, etc.)
- Responds/directs inquiries received in person, by phone or email.
- Prepares reports, memos, bulletins and documents as required.
- Plan, implement and support Club events throughout the season.
- Assist all the necessary administration functions using SportsEngine for players, coaches and team officials.
- Completion of team rosters and registrations to leagues and tournaments, travel permits and player cards.
- Work in collaboration with YRSA, and Ontario Soccer.
- Other duties as arise and assigned.

Qualifications

- Customer service oriented.
- Excellent oral and written communication skills with high attention to detail.
- Highly organized and flexible with the ability to multitask and meet challenging deadlines.
- Must be self-driven and able to complete projects with limited supervision.
- Availability to work non-standard hours (some evenings/weekends) as required.
- Strong computer skills Microsoft Office (Excel, Word, PowerPoint, Teams).
- Experience in other technological tools (e.g. SportsEngine, E2E etc.) would be an asset.

Please submit resume to: faizzo@intlfc.com