JOB POSTING
Manager, Administration

Position Title: Manager, Administration
Position Term: Full-Time (Permanent)
Location: Vaughan, Ontario
Reports To: Director, Administration

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 searching for talented and ambitious team members 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 500 Clubs and 21 Districts 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.

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

Position Summary:

The Manager, Administration is part of a highly motivated team providing support and guidance to Clubs, District Associations, Leagues and internal departments within Ontario Soccer in the Administration of the game of Soccer in Ontario. Emphasis is on providing prompt, clear direction to all levels of soccer governance through the interpretation of our Governing Documents to ensure compliance of Ontario Soccer's mandates through the management of the organization's discipline, appeals, dispute resolution, complaints and registration processes.

Primary Duties and Responsibilities:

Ontario Soccer's Governing Documents:

- Provide council regarding the interpretation of current policies and operational procedures
- Manage the revision and maintenance of Ontario Soccer's Governing Documents

JOB POSTING
Manager, Administration

Support the Director, Administration with the insurance programs for Ontario Soccer through:

- Insurance guidance to District Associations and Clubs
- Evaluation of Ontario Soccer's insurance needs in consultation with brokers and present results of consultation for approval on a cyclical basis
- Assist in managing the process of lawsuits resulting from insurance coverage

Collaborate with the Director, Administration in supporting District Administrators:

- District Administrator workshops, events and communications
- Manage the operations and execution of the Annual Members Meeting
- Preparation of meeting notices, presentations and overall execution of the Annual Members Meeting
- Management of the nominations and elections process in addition to the voting structure

Oversee or provide support to Ontario Soccer internal processes related to:

- International Transfers, Reinstatements and Inter-Provincial Transfers
- Competitions management
- Discipline and Appeals; Certification courses, data management and resource development
- Liaison and staff resource to the Judicial Committee
- Dispute Resolution
- Code of Conduct and Ethics complaint
- Administrative tasks related to Human Resources

Qualifications

Experience:

- A minimum of three years experience in a customer service field with an emphasis on consultative and relationship management

Education and Professional Designations:

- University degree or college diploma in Sports Administration, Sport Management or a related discipline

Skills and Competencies:

- Ability to lead and collaborate with staff and volunteers
- Knowledge of the Ontario Soccer and Canada Soccer structure of governance
- A comprehensive understanding of the issues facing sport in Ontario and how they impact the game of soccer in the Province
- Proven ability to work on own initiative and as part of a team to achieve set goals
- Excellent organizational, verbal and written communication and presentation skills
- Confident, flexible and personable approach
- Demonstrated ability to influence at all levels of the game
- Diplomatic, reliable and trustworthy
- Ability to manage through conflict and difficult/sensitive discussions
- Ability to work flexible hours, including weekends, including some travel throughout select regions

JOB POSTING
Manager, Administration

- Computer literate in all Microsoft Office programs

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 Manager, Administration as the subject) to:

jobs@ontariosoccer.net

Submission Deadline: Wednesday, March 2, 2022 at 5:00 pm
We thank all applicants for their interest but only those selected for an interview will be contacted.