# JOB POSTING
# Coordinator, Competitions and Events

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| **Position Title:** | **Coordinator, Competitions and Events** |
| **Position Term:** | **Full Time (Permanent)** |
| **Location:** | Vaughan, Ontario |
| **Reports To:** | **Senior Manager, Competitions** |
| | **Manager, Partnerships & Events** |

## 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 actively searching for talented and ambitious individuals 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 550 Clubs 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 development of soccer as a healthy lifestyle choice, provide a talented pathway for players to excel and encourage community involvement at all levels.

## Position Summary:

Ontario Soccer is inviting applications for the position of Coordinator, Competitions and Events

Reporting to the Senior Manager, Competitions and the Manager, Partnerships & Events, this position provides administrative, planning and promotional support required for the successful execution of Ontario Soccer's competitions and events. There is an emphasis on the coordination of the Ontario Player Development League game day operations, Ontario Cup, Ontario Indoor Cup, Ontario Futsal Cup, Quebec-Ontario Series, Tournaments and Team Travel, Centre Circle Awards, Soccer Summit, National Championships and League Management.

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**Primary Duties and Responsibilities:**

- Planning and preparation for OPDL competitions and Ontario Soccer events;
- Coordination and execution of OPDL game day operations at OPDL venues;
- Data entry and management of data in department databases;
- Promotion and communication of OPDL;
- Manage and execute event day operations;
- Maintaining inventory of equipment and supplies for competitions and events;
- Assisting with program discipline and compliance;
- Build and maintain relationships with stakeholders both internal and external;
- Liaising with OPDL Staff on matters relating to OPDL Management;
- Development and maintenance of applicable sections on the Ontario Soccer website;
- Updating and maintaining OPDL League Management website. Specifically relates to game day operations and ensuring that theOPDL.com is up to date including game day staff, venue details, uniform colors, game results, etc.;
- Preparing Reports for circulation to OPDL Staff on a weekly basis;
- Ordering, distributing, tracking and maintaining OPDL equipment;
- Liaising with OPDL Staff on matters relating to game day operations;
- Filing and maintaining game sheets and reports;
- Reviewing game reports and recording issues;
- Assisting with administration of league compliance;
- Assist with other Ontario Soccer competitions and events such as Ontario Cup, Ontario Indoor Cup, Ontario Futsal Cup, Soccer Summit, etc.;
- Liaise with stakeholders on matters relating to Ontario Cup competitions including scheduling, results, protests, discipline by review, etc.
- Liaise with stakeholders on matters relating to Ontario team participation in National Championships;
- Competitions volunteer coordination;
- Survey design and analysis for competition programs;
- Monitor, maintain and manage Competitions and Travel Management System
- Coordinate approval of Terms of League operation and teams in League assignment for all Soccer for Life Regional Leagues and Provincial Leagues;
- Additional duties, as required within events portfolio.

## Qualifications

**Experience:**

- Strong understanding of soccer structure in the Province of Ontario;
- Experience with OPDL is an asset.

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**Education and Professional Designations:**

- Post-Secondary education in sports administration, physical education, health, recreation or other related discipline, or comparable work experience.

**Skills and Competencies**

- Effective verbal and written communication skills;
- Advanced knowledge of MS Office, particularly Excel and Power Point;
- Highly organized with great attention to detail to meet deadlines;
- Ability to work under pressure, handling multiple priorities
- Interest in working with and supporting volunteers;
- Ability to work flexible hours, including weekends and off business hours.
- Self-starter and able to work harmoniously with colleagues;
- Work with great initiative and energy and possess relationship building skills;

*Ontario Soccer is committed to fostering an inclusive and accessible environment; as such, Ontario Soccer will consider applicants that meet the requirements and that reflect and support the diversity of the soccer community.*

Please submit your cover letter and resume (Coordinator, Competitions and Events 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.