JOB POSTING
Coordinator, Facilities Administration

Position Title: Coordinator, Facilities Administration
Position Term: Full Time (Permanent)
Location: Ontario Soccer Centre, Vaughan, Ontario
Reports To: Manager, Facilities 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?

With more than 950000 visitors annually, The Ontario Soccer Centre is one of Canada's leading competition, training and education soccer facilities. Located on a 25 acre parcel of land easily accessible from Ontario's major highways, The Ontario Soccer Centre features a 130,000 square foot indoor field house that can accommodate three single soccer fields, or one full size 11-a-side game. In addition to the indoor facility, the Ontario Soccer Centre boasts an outdoor turf field and stadium, which has a seating capacity for 1200.

The facility also features a sports therapy clinic, meeting space, restaurant space. Home of Ontario Soccer, the facility also plays host to major Provincial and National competitions such as Ontario Player Development League (OPDL), Provincial Indoor Soccer League (PISL), Ontario Cup, and League1 Ontario.

Position Summary:

The Ontario Soccer Centre is inviting applications for the position of Coordinator, Facilities Administration. Reporting to the Manager – Facilities Administration, this role will provide administrative, sales, and customer service support to the Ontario Soccer Centre in the areas relating to facility reservations, league administration, event management, and identification of new revenue opportunities. There will be an emphasis on relationship management, commitment to exceptional customer service, and revenue generation.

Primary Duties and Responsibilities

- Manage facility reservations for The Ontario Soccer Centre and Lamport Stadium
- Responsible for internal and external billing and invoicing, payments
- Prepare necessary reports and information when required
- Provide support for special events
- Provide support for both existing and new clients
- Perform other administrative duties as required

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Qualifications and Required Skill Sets:

Experience

A minimum of 2-3 years' experience in a similar role with an emphasis on business or sports administration

Education and Professional Designations

Post-Secondary education in Sport Administration, Recreation, or related field preferred

Skills and Competencies

- An understanding of the sport of soccer in Ontario with proven successful experience in administration, event management, and league operations
- Experience with facility reservations
- Proven exceptional customer service
- Strong interpersonal skills and ability to work in a team environment
- Ability to work independently without direct supervision
- Superior organizational skills with the ability to prioritize and manage multiple tasks simultaneously
- Strong written and oral communication skills with proven successful experience building internal and external relationships
- Analytical and detail oriented

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. Work hours for this role are 10am-6pm daily, although the position may require occasional work outside of these hours.

Please submit your cover letter and resume (with Coordinator, Facilities Administration) as the subject) to:
jobs@ontariosoccer.net

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

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