



**Position:** Operations Assistant

**Position Term:** May to July, 8 weeks

**Location:** Ottawa, Ontario

---

The EODSA is currently accepting applications for the role of Operations Assistant. This is a 35 hour per week position for 8 weeks over the summer. The successful candidate will coordinate the administration of discipline cases. This position is funded through the Canada Summer Jobs Grant and applicants must be between the ages of 17 and 30.

The EODSA has an expressed intent to hire recent immigrant youth and recent refugee youth, youth with disabilities, visible minorities, or LGBTQ youth.

**Duties:**

- Assist with daily operations of the EODSA
- Process player cards
- Review game sheets
- Review coach certifications
- Review volunteer screening of Clubs

**Qualifications:**

- Ability to work independently, as well as part of a team
- Excellent communication skills, both oral and written
- General knowledge of the game of soccer
- Excellent decision-making skills
- Interpersonal skills, tact and diplomacy
- Be comfortable with computers and databases and have knowledge of Microsoft Word, Microsoft Excel, the Internet and E-mail.

**Remuneration:**

- \$14.50/hour

Interested applicants should send their cover letter and resume to Vicki Lowe by email only at [executivedirector@eodsa.ca](mailto:executivedirector@eodsa.ca).

**Application Deadline: Friday, May 10, 2019 midnight**

The EODSA is an equal opportunity employer. Should you require accommodations throughout the application process, please contact us.

*We thank all applicants for their interest however only those selected for an interview will be contacted.*