



EODSA District Administrator, Full-Time Permanent Position JOB POSTING

The Eastern Ontario District Soccer Association is a not-for-profit organization and the governing body for soccer in Eastern Ontario. The EODSA is comprised of over 60 Clubs and represents over 40,000 soccer players. The EODSA develops, supports, governs, and maintains the game of soccer, both indoor and outdoor, within the geographic boundaries stipulated by Ontario Soccer.

Reporting to the Executive Director, the District Administrator is responsible for member services encompassing all facets of the administration of Soccer. The District Administrator will have a key role in membership experience as the first point of contact in person, via phone, or by email for all district related communications. The person filling the position is proactive, passionate, resourceful, driven to learn, and a problem-solver with a knack for interpreting and implementing policy in a fast-paced environment. A flexible schedule, some evenings and weekends, and a willingness to travel on occasion is required. Access to transportation is required. The District Administrator is a dependable lead administrator at the forefront of day-to-day operations and will form courteous relationships with EODSA members. The EODSA is a virtual service provider and therefore remote work is preferred, however there may be a requirement to return to an in-person office in the future.

The EODSA values the diversity of the people it hires and serves. Diversity at the EODSA means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.

DUTIES

- Full responsibility for player and team official registration
- Full responsibility for administration of permits for players and teams
- Preparation of all digital ID cards for EODSA members
- Approval and tracking of all Club tournaments
- Verifying all Club Coach certifications
- Recording of minutes and notes from EODSA minutes. Requires evening and weekend work, approximately 3-5 hours per month
- Website and social media content management
- Assist with league administration as required
- Full responsibility for discipline case management
- Assist at EODSA and EODSA league events
- Bookkeeping assistance
- Other duties as required by the Executive Director

REQUIREMENTS

- Excellent communication skills, with emphasis on email writing skills
- Ability to interpret and implement policy under strict timelines
- Superior organizational and time management skills
- Excellent work and personal ethics
- The ability to work independently without direct supervision

ADDITIONAL

- Must be available to occasionally work non-traditional hours (evenings, weekends as required)
- An energetic and out-going personality is key
- A background in soccer is an asset
- The ability to communicate in French and English is an asset
- Knowledge of the Ottawa and Ottawa Valley areas is an asset
- Knowledge of Ontario Soccer's governing documents, matrices, and league structures is an asset

This salary for this position will be between \$45,000.00 and \$55,000.00 depending on candidate experience and expertise. Individuals interested in this opportunity should submit a resume via email to Vicki Lowe at executivedirector@eodsa.ca.

The deadline for applications is November 4th, 2022.