



**CALGARY UNITED SOCCER ASSOCIATION
TOGETHER – FOR THE LOVE OF THE GAME
PROGRAM COODINATOR – ADMINISTRATION
(1 YEAR MATERNITY LEAVE)**

Working closely with a dynamic team of professionals the Program Coordinator - Administration is responsible for ensuing service excellence to existing members and builds external relationships with prospective players. This position has elements of program development and sport community relations and will actively market all CUSA services and programs.

The Program Coordinator manages league management systems/processes, booking permits, league schedules, social media content/creation, and effective communications.

Reporting Relationship

- Reports to Executive Director

Duties and Responsibilities

- Manage inquiries from the membership. Taking authorized action and using initiative and sound judgment to help ensure matters requiring immediate attention are dealt with or delegated appropriately, with membership and governing bodies as it relates to league programs and player registration.
- Acts as the League Registrar. Responsible to ensure membership are in compliance with required certification including the administration of league's Police Clearances, Coaching certification, travel permits and related eligibility requirements.
- Register new and returning teams, players and coaches. Update registry with changes in status relating to discipline, transfers and entering provincial team and coach registrations.
- In collaboration with our league partners coordinate and obtain permits for fields for league programs. Responsible for match scheduling and re-scheduling as required.
- Assist with the entry of game sheet details, includes the collection, editing and distribution of all player statistics, league standings and Arbiter updates.
- Ensure that all daily financial transactions are receipted and any fee, fine and bond payments are recorded as required;
- Provide support to membership with online team and player accounts.
- Responsible for the organization, coordination and promotion of various seasonal competitions and tournaments.
- Create and optimize social media platforms and alignment with CUSA brand guidelines.
- Publish unique content on social media channels like Twitter, Instagram and Facebook.
- Assist with the preparation and distribution of all necessary information to the membership and governing bodies;
- Provide support and assistance to the development and implementation of new programs and strategic initiatives.
- Contribute to the efficient and effective operation of the office, including providing vacation relief coverage as required
- Act as a resource to the Executive Director.

Skills and Qualifications

- Degree or diploma in Sport Administration, Recreation or related field, Minimum 1 years experience within the sport delivery system or equivalent.
- Excellent written and verbal communication skills. The understanding and ability to consistently apply diplomacy and courtesy when dealing with all internal and external clients.
- Skilled member services within a diverse membership base. Ability to develop and maintain excellent relations with members, volunteers and league officials.
- Independent thinker, problem solver with flexibility and the ability complete multiple tasks with frequent interruptions.
- The ability to handle all matters appropriately with a high degree of discretion and confidentiality.
- Excellent leadership, mentoring abilities, works well in a team environment, ability to foster an inclusive and collaborative environment.
- A high level of commitment, motivation, accountability and sense of urgency.
- The ability to work independently.
- Proficiency with Microsoft desktop programs, newsletter software and website management.
- Previous experience with sport management software an asset.
- Passionate about sport and physical activity.

Qualified candidates are invited to submit a cover letter and resume to the attention of Patti Newfield, Office Manager, patti@cusa.ab.ca prior to Friday, May 31. Thank you for your interest in working with CUSA, only those candidates selected for interviews will be contacted.

About Calgary United Soccer Association

CUSA was awarded the 2016 Organizational Diversity Award by Immigrant Services Calgary. CUSA is the governing body for Alberta Soccer Association sanctioned adult Men's, Co-Ed and 8v8 Soccer, Men's and Women's Futsal within Calgary and area. Programs are offered year round with Indoor and Outdoor league play for over 9,000 registered players and coaches. .

For more details, visit us at cusa.ab.ca or give us a call at 403-270-0363.