



MHSA

#101 - 533 2nd Street SE
Medicine Hat, AB T1A 0C5
403.529.6931
medicinehatsoccer.com

Now Hiring: Executive Director

Medicine Hat Soccer Association (MHSA)

The Medicine Hat Soccer Association is seeking an experienced and community-driven Executive Director to lead our organization into its next chapter of growth and development.

Reporting to the Board of Directors, the Executive Director will oversee daily operations, staff management, financial administration, and community relations — ensuring the delivery of high-quality soccer programs and services that support players, coaches, and families across Medicine Hat.

Key Responsibilities

- Provide strategic leadership and implement both short- and long-term goals for MHSA.
- Manage day-to-day operations, including budgeting, administration, and staff supervision.
- Work collaboratively with all MHSA Staff and board of directors.
- Oversee soccer programs, community engagement, marketing, and sponsorship initiatives.
- Develop and maintain positive relationships with members, volunteers, Alberta Soccer Association, the City of Medicine Hat, and community partners.
- Lead fundraising and partnership efforts to strengthen MHSA's financial sustainability.
- Support the Board in governance, policy development, and strategic planning.



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Qualifications

- Minimum 5 years of experience in sport administration, recreation, or nonprofit management (soccer club experience preferred). Equivalent experiences will be considered.
 - Experience working with or for a Board of Directors.
 - Strong leadership, communication, and organizational skills.
 - Proven success supervising staff, volunteers, and managing budgets.
 - Proficiency with digital tools such as Google Workspace, Quickbooks, RAMP, Microsoft Word, Excel or similar platforms.
 - Post-secondary education in Sports Management, Business, or a related field is an asset; equivalent experience will be considered.
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What We're Looking For

We're seeking a leader who is:

- Passionate about community sport and player development.
 - Organized and strategic with a collaborative mindset.
 - A confident communicator who builds strong relationships.
 - Committed to fostering a positive, inclusive, and community-focused culture.
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Position Details

- **Type:** Full-Time, Permanent (subject to annual performance review)
 - **Location:** Medicine Hat, Alberta
 - **Start Date:** Negotiable
 - **Compensation:** \$60,000 - \$75,000 (with some additional income opportunities)
Commensurate with experience and qualifications
 - **Reports To:** MHSA Board of Directors (through the President)
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Confidentiality Statement:

- All applications will be handled with strict confidentiality.
 - Only shortlisted candidates will be contacted.
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How to Apply

Interested candidates are invited to submit their resume and cover letter (in PDF format) to:

employment@medicinehatsoccer.com

Application Deadline: [Open until a suitable candidate is selected]

Join MHSA and help shape the future of soccer in Medicine Hat!

For more information about our programs, visit www.medicinehatsoccer.com