



Job Opportunity

May 29, 2023

RE: Summer Soccer Position – Club License Coordinator

The PEI Soccer Association has an immediate opening for a summer position for a post-secondary student returning to school.

The individual will be responsible for program registration, scheduling and management along with other duties as listed in the job description. This position will require strong interpersonal skills, ability to problem solve and work independently. The successful candidate will require excellent communication skills both verbal and written.

Position will be filled as a soon as a suitable candidate is selected.

Only those identified for an interview will be contacted.

Send your resume complete with a covering letter to:

Peter Wolters

PEI Soccer

admin@peisoccer.com

JOB DESCRIPTION

Title: Club Licensing Coordinator

Reports to: PEI Soccer Executive Director

Term: June 5 – Sept. 2

*8am – 4pm

*Weekend work required and is not limited to the following: July 8-9 and August 26-27

*Some evenings may be required

Salary Range: \$17.50/hr - 37.5 hours/week

Duties:

Competitions/Events

- Atlantic Championship Preparation and Hosting
- Provincial Championship Preparation
- Preparing schedules
- Soccer Camps/Events – registrations, schedules
- Implement Club Licensing Program w/ Member Clubs

General Administration

- Assist with enquiries from the membership
- Maintain the Associations web page
- Assist Executive Director with administrative tasks

Qualifications:

- Post secondary student – returning to school
- An interest and general knowledge of soccer in PEI is an asset
- Excellent oral and written communication skills
- Strong leadership, organizational and administrative skills
- Initiative
- Ability to work proficiently with Microsoft office suite (Excel, Word)
- Superior attention to detail