



# JOB OPPORTUNITY

## Program Administrator

### Job Description

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**Program Administrator Reports to:** PEI Soccer Executive Director

**Salary Range:** \$38,000 - \$43,000 plus benefits

**Position Summary:** Reporting to the Executive Director, the Program Administrator is responsible for:

**Duties:**

**Club/Player Registration**

- Maintain IT Player Registration system
- Provide administrative support to clubs on the province-wide IT registration system

**Competitions/Events**

- Support Competitions Chair and Committee with agendas, minute taking, and tasks arising from meetings
- Provincial Championships
  - Organize and coordinate
  - Coordinate Host Venues
  - Order/Maintain supplies (medals/banners/trophies) for championships
- Regional and National Championships
  - Organize and coordinate
  - Book required venues
  - Book hotels and travel for teams going off-Island
- Camps and Programs
  - Coordinate the staging of camps/events
  - Promote and set up registration
  - Liaise with Technical staff on schedule and staffing

**Referee Development Support**

- Maintain the Referee Database season to season
- Assist in clinic preparation and supplying clinics with all necessary material
- Keep up to date records of Referee Clinics
- Support Referee Development Committee meetings by taking minutes and preparing supportive documents
- Administrative support to the Referee Development Committee Chair

**Discipline/Appeals**

- Coordination of Discipline, Appeals and Formal Complaints
- Development of expertise among volunteers at PEI Soccer and member organizations to handle complaints in a timely manner according to PEI Soccer and CS policies

**General Administration**

- Assist with enquiries from the membership
- Facilitate membership transfer requests
- Manage all insurance claims from registered members
- Coordinate Awards program
- Maintain the Associations web page and use social media platforms for the promotion of programs
- Assist Executive Director with all other duties as required

**Qualifications**

- ☐ 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 function at a high level with multiple competing priorities and deadlines
- ☐ Ability to work proficiently with Microsoft office suite (Excel, Word, Power Point)
- ☐ Ability to work with all aspects of social media platforms
- ☐ Event management experience
- ☐ Superior attention to detail
- ☐ Clean Criminal Record Check
- ☐ Able to travel and work flexible hours
- ☐ Possess a reliable vehicle and valid driver's license
- ☐ Minimum Education – Post Secondary

**Send your resume complete with a covering letter no later than Tuesday, September 19, 2022 at 5:00 p.m. to:**

Peter Wolters – Executive Director  
PEI Soccer Association  
[admin@peisoccer.com](mailto:admin@peisoccer.com)

\* Only those selected for an interview will be contacted.