
Position Title: Coordinator, Operations and Registrar

Terms of Employment: Fulltime

Location: Regina

Reports to: Executive Director

Closing date: July 19, 2024

General Role and Responsibilities

The Coordinator, Operations and Registrar's primary role is to provide direction, leadership and administration of the Association's operations and registrations, in accordance with the Association's Mission, Values, strategic goals and priorities, and policies and plans.

The SSA is a membership-based, non-profit organization, incorporated for the purpose of governing the sport of soccer in the Province of Saskatchewan.

Accountability:

- (a) The Coordinator, Operations and Registrar shall be accountable to the Executive Director.
- (b) The Coordinator, Operations and Registrar shall report to the Executive Director on an ongoing basis on operations related matters.
- (c) The Coordinator, Operations and Registrar shall ensure that the Executive Director has all of the information necessary to properly carry out the responsibilities of the Association.

Duties:

The Coordinator, Operations and Registrar is responsible for the following:

Registrar

- Act as the registrar of the Association.
- Oversee registration, receipt of payment and reconciliation of fees for all SSA participants.
- Support the ongoing management of the Sport Management System (RAMP) for online registration of participants and organizations.
- Work closely with RAMP, SSA staff and members to maximize its potential.
- Work with staff to design and implement the registration processes for all SSA participants and events.
- Support preparation of and maintain seasonal registration and statistical reports, develop standardized reporting processes as well as analyze and share relevant data.
- Provide information to support SSA budget projections related to member registration.

- Process Association memberships.
- Enforce registration policy and deadline requirements and process late charges as applicable.
- Be knowledgeable of all SSA policy and practices so that they can be clearly communicated to members.

Operations

- Act as the primary processor and problem solver to perform the day-to-day processing of financial transactions to ensure that finances are maintained in an effective, up-to-date, and accurate manner.
- Manage receipt and processing of payables and receivables:
 - Manage bi-weekly accounts payable.
 - Complete bi-weekly deposits.
 - Follow up on outstanding accounts receivable.
- Verify that transactions comply with financial policies and procedures.
- Monitor cash flow and make recommendations to the Executive Director on transfer of funds to and from investment accounts.

Reception

- In partnership with Sask Sport, provides reception services for the tenants of Mosaic Stadium. The Coordinator, Operations & Registrar is responsible for fulfilling these duties from the front desk on a Monday to Friday schedule from 8:30 am to 4:30pm.
- Support all aspects of general office operations.
- Answer telephone and direct inquiries to appropriate staff members
- Receive, sort, and distribute incoming correspondence, including mail, faxes, and email.
- Greet and direct visitors of the Admin Centre at Mosaic Stadium
- Perform general clerical duties including, but not limited to, copying, faxing, mailing, and filing.
- Complete bookings for Mosaic Stadium Boardroom

Other Responsibilities

- Support SSA Leadership with any projects or tasks assigned by Executive Director
- Support Policy Development
- Reporting Outputs and Outcomes

Qualifications

The successful candidate will have a relevant university degree (business administration, management, policy studies) and at least 3 years of administrative experience in non-for-profit sport.

Other Requirements

The successful candidate must be bondable for a minimum of \$100,000 to comply with Sask Sport funding requirements and is required to submit a criminal record check.

Please submit resume, including references and salary expectations to: Executive Director, Steven Porter at s.porter@sasksoccer.com by July 19, 2024.