

Job Title: Club Manager - Prince Albert Youth Soccer Association (PAYSA)

Join us in shaping the future of soccer in our community! We're seeking a dedicated Club Manager to support the administrative operations of PAYSA and help drive our mission of success both on and off the field.

Position Overview:

As the Club Manager, you'll be the backbone of our administrative office, ensuring smooth operations and contributing to our organization's overall efficiency. This role offers an exciting opportunity to be part of a passionate team dedicated to advancing soccer at all levels.

Key Responsibilities:

- Manage incoming calls and correspondence, directing inquiries to the appropriate departments or personnel.
- Assisted in scheduling appointments, meetings, and events and coordinated logistics.
- Maintain organized filing systems.
- Process incoming and outgoing mail, packages, and deliveries.
- Support basic bookkeeping tasks such as invoicing, expense tracking, and account reconciliation.
- Assist with data entry, updating databases, and generating reports as required.
- Coordinate office supplies and equipment maintenance.
- Participate in special projects and initiatives as assigned by the PAYSA Board of Directors.

Qualifications, Skills & Abilities:

- A high school diploma or equivalent, as well as additional education or training in office administration.
- Certificate in office administration/business/management (an asset) or an equivalent combination of training and experience.
- Two years of recent and relevant experience in an administrative position.
- Intermediate computer skills and experience in standard software packages, i.e., Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and other relevant software applications.

- Skilled in database and spreadsheet management.
- Strong organizational and time-management skills, with the ability to prioritize tasks and effectively manage competing demands in-person and online.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficient in recording and editing meeting minutes.
- Cultural sensitivity and effective communication skills.
- Effective problem-solving skills.
- Flexibility to adapt to changing priorities and deadlines.
- Values diversity and inclusion.
- Passion for soccer and a desire to contribute to the success of our club.
- Background in soccer or knowledge of the soccer environment in Saskatchewan and Canada an asset.
- Must be legally entitled to work in Canada, and successfully pass a criminal record check.

Benefits:

- Competitive salary based on experience.
- Opportunities for professional development.
- Access to exciting soccer events, matches, and club activities.
- A collaborative work environment with a supportive team culture.

Salary: \$23.00 - \$30.00 per hour, depending on experience.

Hours of Work:

Full-time, Monday to Friday, with occasional evening and weekend availability required.

How to Apply:

If you meet the qualifications and share our passion for soccer, please submit your resume and references paysahiringcommittee@gmail.com. We look forward to reviewing your resume.

Please note that only selected applicants will be contacted for an interview.

Application Deadline: June 7, 2024

Start date: August 15, 2024 or to be negotiated