



COMMUNICATION, MEMBERSHIP & FINANCE ADMINISTRATOR

JOB DESCRIPTION

The goal of this position is to support the communications and financial administration needs of United DFC's membership and external stakeholders, including members and their families, sponsors, and the soccer community at large. Communications responsibilities include communications via social media, email, website, in-person engagement at the United DFC office, and other forms of external communication. Financial administration responsibilities involve bookkeeping assistance and reporting for the club, including point of sale reconciliation, processing payments, and monthly account reporting. This position serves as the primary point of contact for members and their families, and coordinates various tasks required to administer United DFC operations.

This position reports to the Executive Director (ED) and works closely with the Club Bookkeeper and other Administrative Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Communication

Responsible for all aspects around club-wide / external communications including:

- In conjunction with the ED, developing, implementing, and reporting on a comprehensive external communications strategy for all aspects of club communication. This includes social media, club emails to members, the Need to Know weekly communication product, and press releases.
- Serving as a key member of the Communications Committee.
- Serving as the initial point of contact for enquiries from members of the media, and working with the ED, the Board, and United DFC staff as appropriate to coordinate media engagement.
- Maintaining a comprehensive and up to date website that is useful to members and follows best practices in terms of online, accessible communication.
- Assisting with exporting email lists from our registration system and importing them for use in our technical tools such as TeamGenius and Trace
- Assist in the development and implementation of a club-wide calendar to combine technical events, board-level events, volunteer appreciation, and use this to maintain the website and appropriate weekly communications plans
- Other duties as assigned.

Member and Public Engagement



Responsible for office reception providing a welcoming and friendly environment for members and the public. This position will provide timely responses to questions and inquiries including:

- Reply to emails as deemed appropriate within one business day
- Reply to phone calls as deemed appropriate within one business day.
- Reply to social media inquiries within one business day
- Train volunteers/grant staff to fill the reception role when required.
- Use our registration system, RAMP, to send club-wide and program-specific communications as required
- Research and engage potential club sponsors or donors in the community and beyond
- Other duties as assigned

Finance & Bookkeeping

- Responsible for managing the daily sales reconciliation for the point of sale system including petty cash and preparing deposits as required.
- Assist with accounts receivable to track outstanding invoices, follow up on overdue payments, and reconcile accounts receivable balances.
- Maintain communication with vendors and clients regarding payment inquiries and discrepancies.
- Generate financial reports from our PoS system (Square) as requested by management or stakeholders to provide insights into the organization's financial performance.
- Generate registration reports from our registration system (RAMP) as requested by management or stakeholders to provide insights into the organization's program performance
- Prepare supporting documentation and schedules for external reviews.
- Maintain confidentiality and integrity in handling sensitive financial information.
- Provide general administrative support to the finance committee as needed, including filing, organizing documents, and responding to inquiries.
- Mailing payments and organizing accounts payable records (cheques, Visa statements, paid invoices) in the office space
- Collaborate with Programs Manager to track inventory and assist Executive Director in re-order forecasting for all United DFC products including: match kits, training kits, apparel, merchandise, etc.

Competencies

- Ability to work effectively with others, including paid staff and volunteers, to complete tasks as assigned.
- Ability to communicate effectively with a wide range of stakeholders, including parents, players, coaches, suppliers, and sponsors.



- Ability to establish and maintain relationships with external stakeholders to advance the communications objectives of the organization, including local media, sponsors, and other community organizations.
- Strong attention to detail.
- Strong numeracy skills and accounting/bookkeeping experience with 1-2 years experience or equivalency.

Working Conditions

- Infrequent requirement to participate in meetings outside of regular working hours
- Shared responsibility for a clean, organized and respectful work environment
- A general work day will be from 10am - 6pm on site at the United DFC office
- A general work week will be from Monday - Thursday for a total of 32 hours per week
- Wages negotiable for an hourly rate commensurate with experience

To apply, please submit your resume and cover letter to Acting Executive Director
fawnm@udfc.ca

Please include the "Application for Communications, Membership & Finance Administrator" in your email subject line.