

Valley Soccer Association (VSA) is currently looking for a Member Services & Administrative Assistant to start soon.

The VSA is the third largest soccer association in Saskatchewan with a membership of over 2200. The Member Services and Administrative Assistant position is a role to service all of VSA's 11 town associations and one club association. The purpose of this role is to be proactive and professional in all dealings with our association and members while fulfilling the VSA's mission and values. In addition this position will offer administrative support to the board of directors and future employees. This position is fully accountable to the board of directors who will provide guidance through written policies and procedures. Additional direction will be given through the board and by the board appointed liaison. Compliance of policies and procedures must be maintained and followed at all times.

Remuneration

This position is considered seasonal and is paid hourly. The vast majority of work occurs between March 1 to June 30 with normal monthly work to occur throughout the year. This position shall be by contract and will be set a rate based on experience and skills. Reasonable expenses will be reimbursed with acceptance of extra ordinary expenses which must be approved by the board prior. A six month probationary period will exist.

Skills & Experiences

- An unwavering positive attitude and customer service skills
- The ability to receive complaints and constructive criticism in a professional manner
- Possess effective time management skills and the ability to prioritize key tasks
- Willingness to take initiative and be a self-motivator
- Strong organization, administration and computer skills
- Strongly developed oral and written communication skills
- An advocate and supporter of community sport programming
- A keen willingness to learn new tasks and to be flexible and adaptable
- The ability to store files and equipment for the duties required
- The applicant should have significant knowledge and abilities in bookkeeping and accounting procedures and practices. A working knowledge of computers and software, especially spreadsheet and database applications area a definite asset including knowledge of QuickBooks software
- Must be able to work in collaboration with a board, board liaison and other stakeholders

Duties

Percentages of duties, an estimation: Bookkeeping/Financial 40 %, Customer Service 10 %, Administration 50 %

ADMIN/CUSTOMER SERVICE

- To provide superior customer service to all members and associations by managing the VSA email account and receiving and responding to emails and telephone queries

- Build and foster positive relationships with all member associations and stakeholders such as SSA, SSA members, Ref associations, etc.
- To check and manage incoming mail from the VSA's post box on a regular basis
- Maintains an up-to-date member association contact list
- To serve as an advocate and representative of the VSA and support soccer in the VSA's district
- To update and maintain the VSA RAMP website (forms, pictures, dates, stories, etc)
- To attend the SSA AGM weekend, typically held in March, and other special SSA meetings throughout the year as necessary and as directed by the board
- To attend VSA board meetings and Membership meetings
- Implements and manages the effective use of resources and services to ensure VSA goals are met and by providing administrative support to the VSA board, representatives and future employees
- To manage, organize, track and file all member submissions and distribute as necessary thereafter (registrations, checklists, player transfers, member renewal forms, complaints, etc)
- To maintain digital files and to provide a digital back-up for off-site storage semi-annually
- To oversee the implantation of VSA's policies and procedures as applicable to member organizations and soccer operations (distribution of annual forms, membership packages, booking clinics and facilities, Tournament packages, etc)
- Applies for and manages grant applications and documentation (MAP grant, etc)
- Serves as the primary registrar of VSA and forwards the applicable info to applicable associations prior to deadlines
- To complete other duties as assigned by the Board of directors

FINANCIAL

- Maintain VSA financial records using Quickbooks (day-to-day cash flow, receivables, payables, invoicing, deposits, and account reconciliation)
- Works in conjunction with the treasurer to ensure accurate and accountable finances including filing annual returns
- Creates cheques and ensures they are signed by the officers and distributed as necessary
- Is a good steward of VSA resources, expenses and assets

If you feel this job seems a good fit for you, please respond with resume and cover letter to VSAinfo@valleysoccer.ca by May 15, 2021.