



COMPETITIONS COORDINATOR JOB PROFILE

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| POSITION TITLE: | Competitions Coordinator |
| POSITION TERM: | Full Time, Permanent |
| LOCATION: | Calgary, Alberta, Canada |
| REPORTS TO: | Marketing & Communications Manager |

ABOUT US

The Calgary Minor Soccer Association (CMSA) is a non-profit organization responsible for governing and organizing leagues, tournaments, and festivals, to grow minor soccer in Calgary. Representing 30 Member Clubs, CMSA is the largest sport organization in Calgary, providing year-round activity for over 2,600 youth teams and approximately 30,000 players in a fun, safe, and inclusive environment.

MISSION

Dedicated to working with our member organizations to develop, organize, and promote opportunities which allow all participants to achieve their full potential in a safe, meaningful, and inclusive environment.

VISION

Elevating and uniting our community through soccer.

POSITION SUMMARY

The Competitions Coordinator, reporting directly to the Marketing and Communications Manager, leads the planning, coordination, and delivery of CMSA competitions and supports the execution of various events. This full-time, permanent role requires 38 hours per week with expected evening and weekend work due to the nature of competitions and events. The Competitions Coordinator manages time effectively to oversee competition logistics, participant engagement, staff coordination, and event activations, ensuring a seamless experience for all stakeholders.

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KEY RESPONSIBILITIES

COMPETITIONS

- The primary responsibility of the role is overseeing the planning, organization, and execution of CMSA competitions ensuring a successful execution of these activities, which improve year over year. Key responsibilities include, but are not limited to:
 - Develop, plan, and deliver CMSA competitions, including tournaments, festivals, league events, and provincial/national competitions.
 - Create a vision and timeline for each competition to ensure all deliverables align with CMSA standards.
 - Ensure the CMSA website is updated with competition details, including participant information, registration, costs, deadlines, and specific rules.
 - Oversee team registrations, schedule development, and communication with participants.
 - Arrange for medals, trophies, and other recognition items, ensuring timely and budget-friendly delivery.
 - Coordinate photography, videography, and other content capture for promotions.
 - Arrange additional competition services, such as merchandise, physiotherapy, food trucks, and restrooms.
 - Develop and execute targeted promotion plans to increase year over year participation, including out-of-town team participation.
 - Organize necessary insurance, activations, and award presentations for each competition.
 - Coordinate staffing needs with the HR Manager and develop orientation materials for part-time staff.
 - Be present on-site during competitions and events or determining an alternate site lead.
 - Support sponsor activations and ensure CMSA branding is present at all competition sites.
 - Ensures appropriate CMSA/Sponsor event branding (flags, pop-ups, signage etc.) are created and displayed on site at all competition and event facilities.
 - Complete post-competition evaluations and surveys to identify areas for improvement.



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EVENT SUPPORT

- Assist in the planning and delivery of events including fundraisers, banquets, celebrations, member meetings, community activations, and other partner events.
- Secure donations for raffle prizes to enhance event experiences.

DIGITAL MEDIA MANAGEMENT

- Develop a plan for content capture at competitions and events, working with the Marketing Manager to leverage the content for promotional use.

ADMINISTRATIVE SUPPORT

- Stay informed of CMSA's processes, procedures, rules, and regulations; provide accurate and timely information to stakeholders.
- Support front office tasks, including photo ID processing, customer service, and handling general inquiries during peak times.
- Produce and distribute accurate, deadline-compliant communications.
- Build and maintain positive working relationships with all stakeholders.

TEAM PARTICIPATION

- Actively participate in staff and departmental meetings, offering updates on tasks and action items.
- Contribute to a positive, collaborative, and respectful team culture.
- Contribute to effective internal communication to achieve organizational goals.
- Represent CMSA at Annual General Meetings, Special General Meetings, and other required meetings.
- Adhere to CMSA brand guidelines, images, and voices as determined by the Marketing and Communications Manager.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Post-secondary education or comparable work experience.
- Participation in soccer and a love for the game would be an asset.
- Experience in competition/tournament or event management would be an asset.



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- Knowledge of soccer and CMSA programs, as well as the Alberta and Canadian soccer structure, would be an asset.
- Proven track-record of prioritizing and meeting deadlines.
- Proactive and self-motivated, able to work independently with minimal supervision.
- Strong interpersonal skills for managing a variety of stakeholders, including parents, coaches, referees, and players.
- Demonstrated critical thinking and sound decision-making skills.
- Persuasive communication abilities.
- Proficient in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.
- Professional, approachable, and reliable.

COMPETENCIES

- Analytical and Critical Thinking
- Excellent Communication Skills
- Strategic Decision Making
- Proven Problem-Solving Skills
- Results Oriented

FINAL NOTE

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as assigned, and effectively manage their time to achieve the desired results. Evening and weekend work will be required.

The individual will be required to complete staff training as the organization deems appropriate, within time constraints provided and attend any educational opportunities as requested.

Finally, at the employer's expense, the successful candidate will also be required to complete a cleared ePIC, including vulnerable sector search, and complete any staff training as a condition of employment.



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APPLICATION AND INTERVIEW PROCESS

CMSA offers competitive salary and vacation time, comprehensive benefits, and annual professional development opportunities. Salary will be commensurate with experience and qualifications.

To apply, please submit one PDF file that includes your resume and a detailed cover letter highlighting how your experience aligns with the job profile, along with your salary expectations, to careers@calgaryminorsoccer.com.

All applications will be treated with strict confidentiality. Please note that applications missing a cover letter and salary expectations will not be considered.

Applications will be reviewed on a rolling basis, and qualified candidates will be invited for interviews promptly to facilitate a timely hiring process. The position will remain open until the right candidate is selected, so early applications are encouraged.

We appreciate the interest of all applicants, however only those selected for an interview will be contacted.