



Employment Opportunity

Employer: Fredericton District Soccer Association

Position: Soccer Coordinator / Field Liaison

Job Description: In coordination and assistance with the Executive Director:

- Assist Office Assistant and Executive Director with day-to-day operations
- Preparation of materials for summer programs (equipment, manuals, etc.)
- Maintain up-to-date equipment inventory and oversee coaches equipment requests
- Assure necessary equipment and supplies are available for weekly programs
- Compile and report weekly game results (website, media outlets)
- Create weekly FDSA e-newsletter
- Handle on-field and in-office inquiries
- Coordination of special events
- Other related duties, as assigned

Qualifications: Candidates must possess the following attributes:

- Ability to oversee programs, tournaments and /or special events
- Experience in customer service with strong interpersonal and communication skills and demonstrated professionalism
- Trustworthy, with the ability to work with no immediate supervision
- Excellent working knowledge of Adobe & Microsoft Office

Hours: 40 hours / week; Wages (\$9.00/hour) + mileage

Candidates **MUST** have their own vehicle.

Hours: May = Mon-Fri (9-5); June, July, August = 12pm-8pm (Mon-Thurs); variable Fri, Sat, Sun.

Application Deadline: Friday, March 12th

To Apply: Submit a cover letter and current resume to: Andrea Smith, Fredericton District Soccer Association, 900 Hanwell Road, Unit 13, Fredericton, NB E3B 6A2 or by email at fdsa@nb.aibn.com by the application deadline.