

Fredericton District Soccer Association Employment Opportunity



Employer: Fredericton District Soccer Association

Position: Soccer Coordinator

Job Description:

- 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 field inquiries
- Assist in coordination of Special Events
- Assist Club Head Coach with Technical Programs and coach within Technical Programs

Qualifications / Requirements:

- 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
- Soccer playing experience required
- CSA Pre-B Coaching Certificate preferred
- Candidates MUST have their own vehicle, as required daily for this position

Hours: 32-40 hours/week; Hours will fluctuate however primarily 12pm-8pm (Mon-Thurs) and variable Fri, Sat, Sun.

To Apply: Submit a cover letter and current resume to: Andrea Smith by **EMAIL** to fdsa@nb.aibn.com on or before the application deadline of **Friday, February 6th**.