

# Fredericton District Soccer Association

## Summer Employment Opportunity

**Employer:** Fredericton District Soccer Association

**Position:** Administrative Office Assistant

**Job Description:** In coordination with and the direction of the Executive Director:

- Must currently be a Full-time student & returning full-time in the fall
- Assist Soccer Coordinator and Executive Director with day-to-day operations
- Manage all customer service inquiries (in office, telephone and email)
- Complete all data entry using online Club Management tool
- Maintain up to date registration files
- Assist with preparation of materials for summer programs (schedules, etc.)
- Manage member refund requests
- Complete weekly deposits
- Act as Office Liaison with all Program Directors
- Coordination, assignment and payment of all referees for FDSA games and events
- Other related duties, as assigned

**Qualifications:** Candidates must possess the following attributes:

- Ability to work as a team in a small office environment
- 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 entire Microsoft Office Suite of products
- Must apply for grant from GNB SEED Student funding program

**Hours:** 9:00am –5:00pm (Mon-Fri) = ~40 hours/week however this position requires additional evening and weekend work during peak season preparation and program implementation (May, early June, August). Time in lieu is given for OT worked.

**To Apply:** Submit a cover letter and current resume via **email** to [dvandenheuvel@fdsa.org](mailto:dvandenheuvel@fdsa.org) on or before the application deadline of **Friday, February 9th.**