



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 banking deposits
- Act as Office Liaison with all Program Directors
- Coordination, assignment and payment of all referees for FDSA games and events in coordination with FDSA Director of Officials
- 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: 8:30am –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 BEFORE February 7th, 2020.