



Ottawa Carleton Soccer League

2451 Riverside Drive, Ottawa, Ontario K1H 7X7 tel: 613 233-4451
web site: www.ocslonline.ca fax: 613 233-6051 e-mail: manager@ocslonline.ca

OCSL Administrator – League Operations

The Ottawa Carleton Soccer League is looking for a person to fill the full-time, short term position of Administrator – League Operations. It is desired that this person be a post-secondary student that will be returning to school in September. This person should be someone who can handle high-stress situation as well as be very detail oriented. This person should be able to work well in a team environment as well as independently.

Responsibilities and Expected Tasks:

- Scheduling and rescheduling of games
- Booking and tracking of field usage
- Checking and tracking of game sheets
- Checking and tracking player registrations
- Generating various formal reports
- Develop and execute a marketing, sponsorship, traditional media and social media plans
- Other data entry and tracking as required
- Some office administrative tasks (answering phones, responding to emails etc)
- Customer service
- Other tasks as assigned

Qualifications:

- Post-secondary student
- Sport experience
- High attention to detail
- Works well in a team
- Excellent customer service skills
- Excellent verbal and written skills
- Fluency in Microsoft Office Suite of programs is essential

Compensation and Working Conditions:

This is a full time, short term position. The successful candidate will be expected to work 40 hours a week. The wage will be \$14.00 per hour. The candidate will be expected to work approximately one evening and/or weekend a month.

Anticipated start date is April 29th, 2018. The successful candidate would be expected to work until the end of August. Preference will be given to those returning to school in September.

Application Process:



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Applications are due by April 15th at 5pm.

To apply, please submit your resume to:

Chelsea Norris
Ottawa Carleton Soccer League
manager@ocslonline.ca

Please put the job title in your subject line. Please no phone calls or drop ins.

We thank all applicants, but only selected for interviews will be contacted.