CONTRACT EMPLOYMENT OPPORTUNITY – 1 YEAR MATERNITY LEAVE

EVENT COORDINATOR

The Winnipeg Youth Soccer Association (WYSA) is a non-profit organization responsible for the planning, implementation and administration of youth soccer leagues ranging from 9 – 18 years old, recreational and competitive, in Winnipeg, Manitoba. The Association is looking to add a well-organized, dynamic individual that takes initiative to add to its team for a one-year contract due to a maternity leave. The Event Coordinator is a full-time position which reports to the Executive Director and will plan, execute and evaluate events for the Association, as well as provide administrative support in other areas of the Association.

The Event Coordinator is responsible for, but not limited to, the following:

- Develop, plan, and manage new and current events for the Association
- Manage, and report event specific budgets
- Act as the lead coordinator ensuring successful operation, from start to finish, all WYSA events which include the Cambrian Challenge Cup Finals, Jamborees, Tournaments and other special events as determined
- Prepare post-event reports including future recommendations
- Management of the Association’s website and social media platforms
- All administrative tasks related to the areas of responsibility
- Other duties as assigned

The ideal candidate will possess the following experience and characteristics:

- Post-secondary education in Recreation, Sport Management, or a related field would be an asset
- Demonstrated knowledge and love for the sport of soccer would be an asset
- Experience in event management and administration in a not-for-profit sport setting
- Experience interacting with the public in a professional and diplomatic manner
- Experience working with volunteers
- Ability to multi-task and prioritize a variety of tasks while working independently with minimum supervision to meet time sensitive deadlines
- Ability to establish effective working relationships with WYSA Members
- Excellent organizational, written and verbal communication skills
- Strong computer skills and experience with Microsoft Office applications (Word, Excel, Power Point, and Outlook)
- Strong attention to detail and accuracy
- Possesses a positive can-do attitude
- Possesses strong leadership qualities
- Available to work evenings and weekends during peak periods of the year
The annual salary will commensurate with education, experience, and qualifications within a range of $30,000 - $33,500, plus benefits, and professional development opportunities. The successful applicant will be required to complete a Child Abuse Registry Check and Criminal Record Check as a condition of employment.

Applicants are requested to submit a cover letter and resume via email to Carlo Bruneau, Executive Director, at cbruneau@winnipegyouthsoccer.com, or by mail to the Association’s address noted in the header.

Application deadline is 4:30 PM, April 20th, 2018.

Expected start date: Monday, May 7th, 2018

For more information about the Winnipeg Youth Soccer Association, please visit our website at www.winnipegyouthsoccer.com. We thank all individuals who apply for the position, however, only those candidates selected for an interview will be contacted.