



The Canadian Soccer Association
l'Association canadienne de soccer

rue 237 Metcalfe Street, Ottawa
Ontario, Canada, K2P 1R2
T 613-237-7678 F 613-237-1516

canadasoccer.com

TITLE	National Excel Programme Coordinator
REPORTS TO	National Excel Programme Manager
LOCATION	Toronto or GTA
CLASSIFICATION	<i>Full Time Employee</i>

OVERVIEW

The Excel Programme Coordinator will provide administrative support to the Excel Programme. The EXCEL Coordinator will work closely with the NEP Manager to ensure the National Excel (NEX) system and teams operates in accordance with the EXCEL structure and vision.

DUTIES & RESPONSIBILITIES

1. Facilitate delivery of all national athlete programming as it relates to Sport Canada, Centre for Ethics in Sport, AthletesCan etc.
2. Maintenance of cloud-based storage systems and platforms for the Excel Programme
3. Planning and implementation of all NEX (National EXCEL Youth) youth related camps and tournaments including but not limited to Logistical Planning (Travel, Accommodations, Ground Transport etc.) and financial reconciling.
4. Where applicable, travel with national teams to camps and tournaments as Tour Manager. Duties include but not limited to:
 - a. Acting as point of contact for all logistics and operational matters while on-site
 - b. Supervise and arrange ground transport and transfers
 - c. Undertake check-in duties at airports including the management of team baggage
 - d. Coordinate pre/post camp travel arrangements
 - e. Manage daily communication/correspondence with players, families and staff through the duration of camp
 - f. Represent the national association, along with the General Secretary (if not the Head of Delegation) in matters of dispute or concern that may arise before, during or after an international or development match.
5. To make all logistical arrangements for NEX Coaches for scouting projects or site inspections
6. Provides administrative support to the EXCEL Directors (U20/U17/U15) in areas related to general management of the National EXCEL system.

(B) Liaise With:

1. CSA Staff
2. EXCEL Staff

(C) Preferred Qualifications





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1. Shall possess a current recognized Sports Management diploma;
2. 2 years sports administration experience in soccer or relevant sport
3. 2 years experience working in high performance sports environments
4. The ability to travel nationally and internationally;
5. The ability to communicate in French or another language (asset).

Closing date is September 7th, 2018.

Please forward your cover letter and resume to: Cathy Breda, Manager of Administration Email: cbreda@canadasoccer.com

Only those selected for an interview will be contacted.