



Nova Scotia Soccer League (NSSL)

LEAGUE OPERATIONS MANAGER

Soccer Nova Scotia is now accepting applications for the League Operations Manager for the Nova Scotia Soccer League (NSSL), Nova Scotia's largest amateur soccer league. Join us to help grow the game of soccer in Nova Scotia. We are looking for an energetic and dedicated individual who is passionate about the impact of sport in Nova Scotia. Are you a talented and ambitious individual passionate about sports management and want to apply your knowledge at one of Atlantic Canada's largest provincial sports organizations.

Soccer Nova Scotia is a mission-driven organization that values respect, inclusion, innovation, quality, integrity, equity, and diversity. We are looking for a highly motivated individual to join our competitions and events team as we continue to advance soccer in Nova Scotia.

POSITION SUMMARY

As a key Soccer NS operations team member, the League Operations Manager provides leadership and guidance for the NSSL, and is responsible for the day-to-day operations of the NSSL. The League Operations Manager will report to the Sr. Manager, Programs and Events, work closely with member clubs and be an essential member of the Soccer NS team.

This position will support the Sr. Manager, Program and Events in implementing competitions, leagues, events, and other organizational priorities.

PRIMARY DUTIES AND RESPONSIBILITIES

Nova Scotia Soccer League:

- Oversee the Nova Scotia Soccer League (NSSL), including league standards, scheduling process and improvements
- Prepare and oversee the NSSL annual budget
- Support SNS staff on the implementation of technical strategies, projects and programs
- Oversee the NSSL centralized online competition management system in partnership with RAMP, including process improvements on league-related matters

- Collaborate internally with staff on the implementation of standards-based programs for various stakeholders, players, coaches, managers, and match officials
- Lead the development and enforcement of all Policies, Procedures, Rules and Regulations of the NSSL and competitions
- Oversee the league discipline and appeals process and administration
- Support the delivery of Provincial Championships, competitions and events where required
- Customer Service - Accessible and responsive to suggestions, questions, or complaints from teams and/or clubs
- As required, serve as a staff resource to the Competitions Committee for the NSSL.
- Administer NSSL league-related discipline, complaints and appeals
- Support the planning and preparation of NSSL league meetings and education sessions for stakeholders with support from the Soccer Development department
- Handle interactions with teams/clubs tactfully and sincerely to ensure a positive reputation for the NSSL
- Website, media and social media - the updating and maintaining of the website (news, scores, standings, updates, current content)
- Coordinate all league championships, play-offs and provincial qualifications
- Work with municipalities to advocate for infrastructure required to carry out operations
- Monitor team adherence to SNS policies, such as EPIC clearance of coaches
- Seek partnerships and fundraising opportunities for the league

SKILLS AND QUALIFICATIONS:

- Minimum of three years management experience, managing staff and volunteers
- Minimum three years of organizing competitions, leagues or events
- Proficiency with database development, management of online platforms including website and social media, general office technology and computer applications including Microsoft 365 and G-Suite
- Experience in a leadership role
- Experience chairing a committee is an asset
- Ability to prioritize and ensure projects are being delivered on time and on budget
- Well-developed verbal and written communication and interpersonal skills and the ability to communicate effectively via email or over the phone to maintain positive relationships with members and stakeholders
- Able to work independently and as a member of a team
- Post-secondary education in sport management or other related discipline or equivalent work experience
- Valid criminal record check with vulnerable sector check

Note: Please note that this job description provides a general overview of the work expected of the incumbent. It is not intended to be an exhaustive list of all required duties and

responsibilities. The incumbent may be requested to perform other tasks or duties that are assigned to them from time to time. This job description is subject to change during the annual review process and may be modified as needed.

Flexibility: SNS has a fun, collaborative work environment with flexible work arrangements available. Standard Hours: M-F 8:30 – 4:30 PM. Some hours outside of these will be necessary at different times of the year. Evening and weekend work during peak event season

Compensation: This is a full-time position with an annual salary and benefits based on experience.

Interested applicants should email their resume and cover letter to opportunities@soccerns.ca by 5 PM, November 10, 2023. Please reference “NSSL – League Operations Manager” in the subject of the email. Only those selected will be contacted.