



# Nova Scotia Soccer League (NSSL)

## LEAGUE ADMINISTRATOR

Soccer Nova Scotia is now accepting applications for League Administrator for the Nova Scotia Soccer League, Nova Scotia's largest amateur soccer league. Join us to help grow the game of soccer in Nova Scotia. Are you a talented and ambitious, detail oriented 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 with aligned values 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, this position provides administrative, planning and support of indoor and outdoor provincial seasons for the Nova Scotia Soccer League, operated by Soccer Nova Scotia.

This position is responsible for assisting the NSSL Manager and Sr. Program and Events Manager in the delivery of the Nova Scotia Soccer League, and other SNS events and competitions.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Assist the League Manager in all league and event operations
- League Registrar (RAMP): Coordinate registration and set-up for the indoor and outdoor leagues and events through the RAMP registration system and website
- League Scheduler: manage schedules on a timely basis and considers holidays, team blackout dates, and SNS events
- Assist the League Manager with various administrative tasks, including:  
Field and facility bookings, league, competition, and event scheduling
- League discipline and policy compliance
- Manage the schedule and rescheduling process.
- Assists in managing relationships with stakeholders, including HRM, and other facilities and municipalities
- Operate according to SNS policies, rules, regulations and timelines
- Work with the league referee assignor to ensure league needs are being adhered to
- Work with the SNS development department and clubs to ensure National and Provincial league standards are being met
- Assist in the planning, implementation and management of events throughout the year

- Manage club inquiries
- Promote league activities
- Manage league website
- Other duties as assigned

**SKILLS AND QUALIFICATIONS:**

- Experience managing volunteers and or staff
- 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 managing leagues and schedules
- Soccer experience/ knowledge is an asset
- Experience in creating and managing schedules
- Experience working with committees
- Customer service oriented
- Highly detail-oriented and comfortable with data and analysis
- Strong organizational and time management. Successful at problem-solving
- Well-developed communication and interpersonal skills, both written and verbal. Ability to communicate effectively via email and phone to maintain positive relationships with members
- Ability to work under minimal supervision, but also adaptable to work in a team setting
- 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:** We have a fun, collaborative work environment with flexible work arrangements available. Standard Hours: M-F, 8:30am - 4:30 pm (Some hours outside of these will be necessary at different times of the year).

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

**Interested applicants should send their Resume and Cover Letter via email to [opportunities@soccerns.ca](mailto:opportunities@soccerns.ca) by 5 PM, February 2, 2024. Please reference “League Administrator” in the subject of the email. Thank you in advance for your interest. Only those selected for an interview will be contacted.**