



Job Description – League Administrator

The Ottawa Adult Soccer Club (OASC – formerly known as the National Capital Industrial Soccer League - NCISL) is an adult recreational soccer league that operates in Ottawa.

Job Description

We have an immediate opening for a short term position as the League Administrator reporting to the General Manager. Flexible working hours can be arranged.

Eligibility

This position has been made possible through a grant by the Canada Summer Jobs Program. Consequently, only individuals who intend to be attending secondary or post-secondary school in September 2022 will be considered. Job applicants must be at least 17 years old, and have fulltime access to transportation in and about the west-end of Ottawa.

Responsibilities

- Review all game sheets received by the OASC and identify discipline problems to the Director of Discipline.
- Help promote the OASC through Instagram, Twitter and Facebook
- Contact referees who have not submitted their game sheets or who are not following the correct OASC game reporting process
- Act as administrator for all discipline hearings held by the OASC
- Following direction from the General Manager, manage the league schedule throughout the season
- Issue fine letters as required
- Issue suspension letters as required
- Assist the General Manager and the Board of Directors as requested

Requirements

Ideally the individual must

- Have a minimum 1 year work experience in a service environment
- Excellent computer skills with web browsers, and Microsoft Office
- Excellent interpersonal skills
- Excellent social media skills
- Can communicate effectively
- Enthusiasm for soccer
- Have a driver's license and access to a vehicle

How to apply

Please complete the application form below and return to gm@ottawaadultsoccer.com by Sunday May 1st, 2022.

Please attach you latest resume with your application