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## BC SOCCER MANAGER, ADMINISTRATION

### Position Summary

An exciting opportunity has arisen to join our dynamic team within BC Soccer at its Vancouver office. BC Soccer is seeking an experienced professional for the position of **Manager, Administration**. This position will report to the Director of Finance and Administration providing support to the Senior Management Team, leading key strategic initiatives and projects to ensure successful and timely delivery. The Manager, Administration will also lead the improvement of business processes and have oversight of a staff team that provides direction and guidance to member organizations.

### Role Objectives:

The **Manager, Administration** will lead implementation of best practices to ensure organization's goals and objectives are accomplished, and operations run efficiently. This includes maintaining and refining internal processes to expedite workflow of projects and strategic priorities. The Manager will oversee effective system implementation while ensuring initiatives along with sound financial, risk management principles, governance, policies and processes are in place and all required compliances are met and aligned with overall vision and growth strategies for BC Soccer.

### Core Responsibilities:

- Coordinate complex association wide scheduling and calendar management, as well as management of content and flow of information.
- Manage logistical support for meetings, activities and events, including collating meeting materials, overseeing travel-related activities, organizing team communications and leading facilitation of cross-department initiatives.
- Ensure association meets partnership obligations and helps manage relationships as directed.
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business.
- Manage all member reporting and compliance from Member Organizations, associated members, and affiliated clubs and lead awards and recognition program for staff and volunteers.
- Provide expert guidance and oversee administrative initiatives including development of processes, policies and systems for effective service delivery.
- Provide expert guidance with excellent organizational, communication, exceptional business writing and presentation skills and have a bias for identifying and implementing broad administrative and business operational frameworks
- Overall responsibility and management of designated and assigned budgets in accordance with policies and procedures.
- Manage a team to lead all aspects of player registration data collection, invoicing, tracking, reporting and analysis while supporting the Director of Finance and Administration on meeting department goals.

### Remuneration

- The position will include full benefits and a competitive compensation ranging between \$50,000 to \$65,000 annually based on experience for a role of this nature.

### Application

Interested applicants, should submit resume with cover letter specifically referencing **BC Soccer, Manager, Administration in the subject line** via email at [feedback@bcsoccer.net](mailto:feedback@bcsoccer.net). Applications will be reviewed until position is filled. **BC Soccer thanks all applicants however ONLY those selected for an interview will be contacted**