



YUKON SOCCER ASSOCIATION
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JOB POSTING
Sport Administrator
Yukon Soccer Association

Are you passionate about sports and administration? The Yukon Soccer Association is looking for a talented individual to run its office operations. YSA is a dynamic organization, which governs the growth and development of soccer throughout the Territory.

We are looking for a sports administrator to manage all administrative tasks relating to our organization. You will be responsible for:

General office Management including

- process, track, distribute, and/or file incoming email, mail, faxes and/or deliveries
- process outgoing mail, faxes and/or deliveries
- distribute email notices to Council, Affiliates, Coaches & managers as needed
- coordinate updating of information for YSA website
- prepare & make bank deposits
- ensure cheques are prepared for payment of authorized expenses
- maintain a central filing system of administrative records
- purchase office supplies
- attend YSA AGM and Board meetings, and in the absence of the Secretary, record & transcribe the minutes
- support Board meetings by printing or copying material for meetings, including agendas, minutes & supporting documents
- provide administrative support for YSA event planning (Athlete camps, Yukon Championships, field & gym bookings, coaching & referee clinics, AGM, Rendezvous Fun Fair, etc.)
- Assist the YSA Treasurer with preparation of bank reconciliations and other financial reports (balance sheet, income statement, etc.)
- Liaison with affiliate groups
- Preparation of newspaper/online ads (Coaching Clinics, Referee Clinics, Team Trials, etc.)
- Provide administrative support for major games teams (AWG, CSG, WCSG), as well as teams attending CSA Nationals
- Assist in the preparation of funding applications to YRAC, Lotteries Yukon and others as needed
- Any other duties, as assigned by the YSA President, necessary to support the operation of YSA

This is a part-time position (20 hours a week). Please note, once a month you will be required to attend a Board Meeting in the evening.

To be successful as a sports administrator, you must have:

- A degree or diploma in sports administration, business administration, or a related field
- At least two years of experience in administration or customer service



- Excellent computer skills (MS Office Suite)
- Strong communication skills (written and verbal)
- Ability to work independently and as part of a team
- Ability to multitask and prioritize tasks

As a sports administrator at YSA, you will enjoy:

- A competitive wage (\$25-\$35/hr) based on your qualifications and experience
- A flexible work schedule with some remote work options
- A chance to make a positive impact on the lives of Yukoners through sport

If this sounds like the perfect job for you, please send your resume to jobs@yukonsoccer.ca by April 13th, 2023.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

