



ALBERTA SOCCER ASSOCIATION

LEAD, GOVERN AND EVOLVE

8123 Roper Road NW
Edmonton, AB T6E 6S4



November 19, 2023

RE: Alberta Soccer Association Administrative Coordinator

Alberta Soccer is excited to recruit for the position of Administration Coordinator. The successful candidate will be responsible for the ASA Administrative support of the office and the Executive Director. The position requires the oversight of the ASA Discipline process and procedures. Therefore, knowledge of governance is an asset.

The Job Description is found below.

This is a full time position and compensation will be reflective of experience.

Closing Date for Applications –when a suitable applicant is found

Resumes are to be emailed to Lisa Grant (lgrant@albertasoccer.com) with the subject line “Alberta Soccer Administration Coordinator Application”

Any questions about the role can be submitted to Lisa Grant.

Sincerely,

Lisa Grant
Executive Director
lgrant@albertasoccer.com



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Position Charter / Job Description

Title – ADMINISTRATION COORDINATOR

PURPOSE OF THIS POSITION

1. Manage ASA Discipline
2. To support both the Referee program
3. To support key strategic initiatives, as assigned by the Executive Director.

REPORTING RELATIONSHIP

The position reports directly to the Executive Director (E.D.)

AUTHORITY

Within such limits as may be established by the E.D. and within the normal operating procedures and policies of the Association, the Administration Coordinator, using sound business judgment, is empowered with the stewardship and accountability for their area of responsibility.

ACTIVITIES/DUTIES

A. Office Support

a. Discipline Coordinator

- i. Manage all tasks related to incoming discipline including:
 1. Review and determine next steps for all submitted discipline complaints and misconduct reports with the support of the Executive Director and Manager of Referee as required.
 2. Create all required notifications and manage all required communications between complainants, accused, discipline panels, and relevant Districts
 3. Coordinate discipline hearings and notification of outcomes
 4. Complete tasks within the guidelines of the ASA Rules & Regulations on Discipline & Appeals

b. Referee Support

- i. Provide course and registration assistance for referees.
- ii. Provide coverage for RDO when absent.
- iii. Perform other related duties, as required.

c. Competition Support

- i. Act as on-site ASA Representative or assist ASA Representative, as required which may include:
 1. Instructing competition volunteers for field marshal and/or merchandise sales duties,
 2. Statistics entry,



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3. Managing competition issues as they arise during event,
 4. Medal presentations.
 - ii. Perform other related duties, as required by Manager of Competitions
- d. Operations Support
- i. Office Administration
 - i. Support of ASA committees, as required
 - ii. Assist Communication Coordinator as required
 - iii. Assist program and Financial Coordinator as required
 - iv. Perform other related duties, as required
- e. Manager of Operations Support
- i. Assist with District Administrative Support
 - ii. Assist with Travel bookings
 - iii. Liaison with Members and provide support
 - iv. Liaison with Staff
- B. Strategic Initiatives Support
- a. Participate in the development, coordination, and implementation of special strategic initiatives, as assigned by the Executive Director.
- C. Human Resources
- a. Contribute to a healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees.
 - b. Prepare for and participate in performance appraisals as per Association Policy.
 - c. Participate in ongoing training and/or performance improvement plans, as required.
 - d. Liaise and attend meetings with other association functions necessary to perform duties and aid business and organizational development.

KEY DELIVERABLES

- Meet and exceed duties outlined above.
- Enhanced experience and support for program volunteers.
- Full and satisfactory contribution to association issues and adherence to all policies and procedures.
- Responsible use of corporate assets.