

# ADVERTISING REQUEST

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| Name:                                | Medicine Hat Soccer Association   |
| Assignment:                          | MHSA Executive Director   |
| Salary Range:                        | \$60,000-70,000 Based on Education and Experience   |
| Assignment Start Date:               | As soon as a suitable candidate is found.   |
| Primary Duties and Responsibilities: | <p>The Executive Director reports to the Chair of the Board of the Medicine Hat Soccer Association (MHSA). The position has the overall responsibility of providing strategic planning, visioning, and leadership to the operations of the MHSA. The position will ensure all plans, processes, policies and procedures of the MHSA are carried out. This position supports the Association through strategic, financial and operational effectiveness.</p> <p>The Executive Director's primary responsibilities are to:</p> <ul style="list-style-type: none"> <li>• coordinate and administer the association's policies as defined by its Board of Directors,</li> <li>• develop operating policies and procedures,</li> <li>• direct the work of administrative and facilities department managers,</li> <li>• implement and monitor the budget,</li> <li>• monitor the quality of the association's services and ensure maximum membership and membership satisfaction,</li> <li>• work closely with and maintain positive relationship community partners including the City of Medicine Hat,</li> <li>• and secure and protect the associations assets, including facilities and equipment.</li> </ul> <p>This position also works closely with the Technical Director to ensure technical strategy and long term player and coach development is carried out.</p> |
| Education and Experience:            | <ul style="list-style-type: none"> <li>• Bachelor's degree in Sports Management, Business, or related field.</li> <li>• Experience working with/for a volunteer Board of Directors.</li> <li>• Experience serving in a supervisory role for staff, volunteers, and members.</li> </ul>  |

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| Job Specific Competencies, skills, and Abilities: | <ul style="list-style-type: none"><li>• Knowledge of all phases of sport club administration. Soccer club administration an asset.</li><li>• Considerable knowledge of budgeting and fiscal management.</li><li>• Ability to oversee and lead staff and volunteers.</li><li>• Ability to lead with good judgement.</li><li>• Ability to develop and maintain high morale and enthusiasm within an organization.</li><li>• Excellent communication skills both verbally and in correspondence.</li><li>• Demonstrates skills and knowledge in the use of office equipment and information technology (computers, word processing, spreadsheets, databases, presentation software, social media, email, internet).</li></ul> |
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Please include with your resume and expected salary and benefits.

For more information or to send a resume contact:

Jeff Vangen – President, Medicine Hat Soccer Association

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